

**Texas**

---

**Food**

---

**Establishment**

---

**Rules**

---



**Texas Department of Health  
Bureau of Food and Drug Safety  
Retail Foods Division**

**Standardization and Certification  
Retail Food Inspection/ Training Officers  
Procedures Manual**

## **PREFACE**

This Standardization and Certification Retail Food Inspection Training Officers Procedures Manual establishes the procedures for the Standardization and Certification of retail food inspectors in Texas.

Local health jurisdictions who have adopted the Texas Food Establishment Rules (TFER) should submit the Standardization Verification Nomination Form (Annex 1) to request standardization of their training officer.

Through the procedures described in this document, the candidate will demonstrate thorough knowledge and expertise in their understanding, application, and interpretation of the Retail Food Establishment Inspection Report, public health interventions, foodborne illness risk factors, and HACCP principles. They will also demonstrate the use of essential inspection equipment and the necessary communication skills in conducting a retail food establishment inspection. Candidates are expected to have basic inspection skills and baseline knowledge of these elements before requesting standardization.

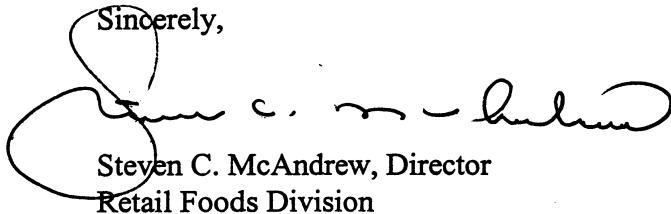
The standardization process consists of a field exercise which includes 8 joint inspections of retail food establishments selected by the standardization officer (standard). Facilities selected for inspection will include four high risk facilities, two medium risk facilities, one highly susceptible population facility, and one facility with an existing HACCP plan.

Upon successful completion, the candidate should annually conduct and document standardization exercises with at least 2 other retail food program inspection personnel and complete at least 5 training courses and/or risk control plans.

This manual was adopted for use by the Texas Department of Health, Retail Foods Division from the U. S. Food and Drug Administration (FDA) Standardization and Certification Procedures Manual.

I would like to acknowledge Mario Seminara Jr., Chief, Field Operations and Enforcement Branch and Retail Food Specialists Sandra J. Sugarek, Harold W. Gumm and Michael P. Rouff, Field Operations and Enforcement Branch and Ione J. Wenzel, Chief, Accreditation and Training Branch, Retail Foods Division for their very thorough and exhausting work in the completion of this document.

Sincerely,



Steven C. McAndrew, Director  
Retail Foods Division

# CONTENTS

<b>PREFACE</b>		
<b>CHAPTER 1</b>	<b>PURPOSE AND DEFINITIONS</b>	<b>1</b>
<b>CHAPTER 2</b>	<b>QUALIFYING FOR CERTIFICATION</b>	<b>11</b>
<b>CHAPTER 3</b>	<b>CERTIFICATION: FIELD REQUIREMENTS AND ADMINISTRATION</b>	<b>13</b>
<b>CHAPTER 4</b>	<b>COMMUNICATION SKILLS</b>	<b>28</b>
<b>TABLE 1</b>	<b>SUMMARY OF EVALUATION METHODS</b>	<b>16</b>
<b>TABLE 2</b>	<b>SUMMARY OF LEVEL OF AGREEMENT</b>	<b>24</b>
<b>ANNEX 1 - 1 Section</b>	<b>TDH CERTIFICATION NOMINATION FORM</b>	<b>31</b>
<b>ANNEX 2 - 4 Sections</b>	<b>TDH STANDARDIZATION INSPECTION REPORT</b>	<b>33</b>
<b>ANNEX 3 - 2 Sections</b>	<b>RISK CONTROL PLAN</b>	<b>82</b>
<b>ANNEX 4 - 3 Sections</b>	<b>HACCP VERIFICATION</b>	<b>86</b>
<b>ANNEX 5 - 3 Section</b>	<b>SCORING FORM AND INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE</b>	<b>92</b>
<b>CHART 1 - Annex 3-1</b>	<b>RISK FACTORS IDENTIFIED/ CORRECTIVE ACTION REQUIRED</b>	<b>82</b>
<b>CHART 1a - Annex 3-2</b>	<b>SAMPLE RISK FACTORS IDENTIFIED / CORRECTIVE ACTION REQUIRED</b>	<b>84</b>
<b>CHART 2 - Annex 4-2</b>	<b>HACCP PLAN VERIFICATION SUMMARY</b>	<b>89</b>
<b>CHART 3 - Annex 5-1</b>	<b>PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT</b>	<b>92</b>
<b>CHART 3a - Annex 5-2</b>	<b>SAMPLE PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT</b>	<b>94</b>
<b>CHART 3b - Annex 5-2</b>	<b>SAMPLE PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT</b>	<b>95</b>
<b>CHART 4 - Annex 5-3</b>	<b>CANDIDATE'S FINAL PERFORMANCE SCORE</b>	<b>96</b>

**Chapter 1****Purpose and Definitions**

<b>1-1</b>	<b>INTRODUCTION</b>	<b>1</b>
<b>1-101</b>	<b>Introduction</b>	<b>1</b>
<b>1-102</b>	<b>Purpose</b>	<b>2</b>
<b>1-103</b>	<b>Scope</b>	<b>2</b>
<b>1-104</b>	<b>Identifying Applicants</b>	<b>3</b>
<b>1-2</b>	<b>DEFINITIONS</b>	<b>4</b>
<b>1-201</b>	<b>Applicability and Terms Defined</b>	<b>4</b>

**Chapter 2****Qualifying for Certification**

<b>2-1</b>	<b>PREREQUISITE TRAINING AND EXPERIENCE</b>	<b>11</b>
<b>2-101</b>	<b>Objective</b>	<b>11</b>
<b>2-102</b>	<b>Eligibility</b>	<b>11</b>

**Chapter 3****Certification: Field Requirements and Administration**

<b>3-1</b>	<b>SCOPE</b>	<b>13</b>
<b>3-101</b>	<b>Objective</b>	<b>13</b>
<b>3-102</b>	<b>Performance Areas</b>	<b>14</b>
<b>3-103</b>	<b>Methodology</b>	<b>15</b>
<b>3-2</b>	<b>INSPECTION EQUIPMENT REQUIREMENTS</b>	<b>16</b>
<b>3-201</b>	<b>Equipment Use</b>	<b>16</b>
<b>3-202</b>	<b>Equipment List</b>	<b>17</b>

<b>3-3</b>	<b>INSPECTIONS</b>	<b>17</b>
3-301	Field Exercise	17
3-302	Performance Criteria	19
3-303	Assessment – Level of Agreement with Performance Criteria	23
<b>3-4</b>	<b>TDH CERTIFICATION</b>	<b>25</b>
3-401	Certificate Issuance	25
3-402	Certificate Expiration	25
3-403	Certificate Maintenance	25
<b>3-5</b>	<b>CERTIFICATION RENEWAL</b>	<b>26</b>
3-501	Requirements	26
3-502	Expired Certificate	26
<b>3-6</b>	<b>TERMINATION OF FIELD EXERCISE</b>	<b>27</b>
3-601	Termination of Field Exercise	27
3-602	Request for Recertification After Termination	27

<b>Chapter 4</b>	<b>Communication Skills</b>
------------------	-----------------------------

<b>4-1</b>	<b>APPLICATION</b>	<b>28</b>
4-101	Objective	28
4-102	Introduction	29
4-103	Interview with the Person in Charge	29
4-104	Exit Conference	30

<b>Annex 1</b>	<b>TDH Certification Nomination Form</b>	
<b>SECTION 1</b>	<b>TDH Certification Nomination Form</b>	<b>31</b>
<b>Annex 2</b>	<b>TDH Standardization Inspection Report</b>	
<b>SECTION 1</b>	<b>TDH STANDARDIZATION INSPECTION REPORT</b>	<b>33</b>
<b>SECTION 2</b>	<b>TFER REFERENCE SHEET</b>	<b>45</b>
<b>SECTION 3</b>	<b>REPORT MARKING INSTRUCTIONS</b> <b>Foodborne Illness Interventions and Risk Factors</b>	<b>63</b>
<b>SECTION 4</b>	<b>REPORT MARKING INSTRUCTIONS</b> <b>Good Retail Practices</b>	<b>76</b>
<b>Annex 3</b>	<b>Risk Control Plan</b>	
<b>SECTION 1</b>	<b>RISK CONTROL PLAN</b>	<b>82</b>
<b>SECTION 2</b>	<b>RISK CONTROL PLAN SAMPLE</b>	<b>84</b>
<b>Annex 4</b>	<b>HACCP Verification</b>	
<b>SECTION 1</b>	<b>HACCP PLAN VERIFICATION WORKSHEET</b>	<b>86</b>
<b>SECTION 2</b>	<b>HACCP PLAN VERIFICATION SUMMARY</b>	<b>89</b>
<b>SECTION 3</b>	<b>HACCP PLAN FLOW CHART AND SUMMARY</b>	<b>90</b>
<b>Annex 5</b>	<b>Scoring Form and Instructions for Scoring and Determining Performance</b>	
<b>SECTION 1</b>	<b>SCORING FORM – PERFORMANCE CRITERIA</b>	<b>92</b>
<b>SECTION 2</b>	<b>INSTRUCTIONS FOR SCORING AND DETERMINING</b> <b>PERFORMANCE</b>	<b>93</b>
<b>SECTION 3</b>	<b>SCORING FORM – FINAL SCORING FORM</b>	<b>96</b>

## Chapter

# 1 Purpose and Definitions

## Parts

### 1-1 INTRODUCTION

### 1-2 DEFINITIONS

### 1-1 INTRODUCTION

#### *Subparts*

#### **1-101 Introduction**

#### **1-102 Purpose**

#### **1-103 Scope**

#### **1-104 Identifying Applicants**

#### **1-101 Introduction.**

The main goal of the Texas food safety program is the reduction and prevention of foodborne illness. To that end, the Texas Department of Health (TDH) provides several approaches, one of which is the STANDARDIZATION and CERTIFICATION of retail food inspection personnel. This process provides regulatory personnel the opportunity to demonstrate their knowledge and skills related to the Texas Food Establishment Rules (TFER) provisions in a uniform system of measurement. The process and criteria for demonstrating proficiency in the required performance areas are described in the *TDH Procedures for Standardization and Certification of Retail Food Inspection / Training Officers*.

The procedures are based on the TFER and are updated to reflect current provisions and to include a more refined focus on foodborne illness RISK FACTORS, PUBLIC HEALTH INTERVENTIONS, and application of the principles of HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP).

It is critical that FOOD safety personnel become STANDARDIZED and subsequently CERTIFIED through this process to ensure that retail FOODS are safe, unadulterated, and honestly presented at retail throughout Texas. CERTIFICATION as a TDH-CERTIFIED INSPECTION / TRAINING OFFICER is issued to all CANDIDATES who successfully complete the STANDARDIZATION process.

### **1-102 Purpose.**

Through the application of the procedure, the CANDIDATE will demonstrate knowledge and expertise in the understanding, application, and interpretation of PUBLIC HEALTH INTERVENTIONS, foodborne illness RISK FACTORS, and HACCP PRINCIPLES; and in the use of essential inspection equipment; and will exhibit necessary communication skills in conducting a FOOD ESTABLISHMENT inspection. This procedure is not intended to provide basic training to individual CANDIDATES.

The CANDIDATE shall meet all the requirements of the procedure in order to be CERTIFIED by TDH. Chapter 2 of the procedure describes the qualifications required of the CANDIDATE; Chapter 3 describes the field requirements; and Chapter 4 describes the communication requirements to convey the purpose and the findings of the inspection.

CANDIDATES who are successful in achieving CERTIFICATION by TDH are expected to use the procedure to train or STANDARDIZE other inspectors within their regulatory agency.

### **1-103 Scope.**

The procedures describe the process used by the TDH STANDARD in CERTIFYING qualified FOOD safety inspection personnel in retail FOOD ESTABLISHMENT inspection techniques, based on the TFER, which lead to CERTIFICATION as an TDH-CERTIFIED INSPECTION / TRAINING OFFICER.



### **1-104 Identifying Applicants.**

Each local REGULATORY AUTHORITY for retail FOOD ESTABLISHMENTS, as broadly defined by the TFER, is encouraged to select at least 1 individual to be STANDARDIZED and CERTIFIED by TDH as the TDH-CERTIFIED INSPECTION / TRAINING OFFICER.

## 1-2 DEFINITIONS

### *Subpart*

#### 1-201 Applicability and Terms Defined

- (A) All terms appearing throughout this document in SMALL CAPS refer to defined terms in this document. The following definitions apply in the interpretation and application of this Procedure.
- (B) **Terms Defined:**
- (1) "**Applicant**" means an employee of the TDH, local, or other REGULATORY AUTHORITY who applies for CERTIFICATION or reCERTIFICATION and is recommended to the TDH for CERTIFICATION or reCERTIFICATION by the person's supervisor.
  - (2) "**Candidate**" means:
    - (a) An APPLICANT who successfully completes the eligibility requirements for initial CERTIFICATION; or
    - (b) A TDH-CERTIFIED INSPECTION / TRAINING OFFICER who is applying for reCERTIFICATION.
  - (3) "**Certificate**" means the official document issued by TDH to a "CERTIFIED INSPECTION / TRAINING OFFICER."
  - (4) "**Certification**" means the process by which the STANDARD verifies that a CANDIDATE meets the requirements set out in the STANDARDIZATION and CERTIFICATION procedures for INSPECTION / TRAINING OFFICERS.
  - (5) "**Certified Inspection / Training Officer**" means a person who has been issued a CERTIFICATE by the TDH, stating that the CANDIDATE has successfully met all requirements for CERTIFICATION.
  - (6) "**Complex food preparation**" means a process wherein multiple FOOD processes are involved in the preparation of a retail FOOD item, i.e., FOOD is stored, prepared, cooked, cooled, reheated, hot held, and served.

- (7) **“CCP”** means **"CRITICAL CONTROL POINT,"** a point or procedure in a specific FOOD system where loss of control may result in an unacceptable health risk.
- (8) **“CL”** means **"CRITICAL LIMIT,"** the maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a CRITICAL CONTROL POINT to minimize the risk that the identified FOOD safety HAZARD may occur.
- (9) **“Employee”** means the permit holder, person in charge, person having supervisory or managerial duties, person on the payroll, family member, volunteer, person performing work under contractual agreement, or other person working in a food establishment.
- (10) **“Food”** means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.
- (11) **“Food Establishment”** means an operation that stores, prepares, packages, serves, or otherwise provides food for human consumption such as: a food service establishment; retail food store; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; remote catered operations; conveyance used to transport people; institution ; or food bank; and that relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.
- (a) The term includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; a restaurant; a grocery store; an operation that is conducted in a mobile, roadside, stationary, temporary, or permanent facility or location; group residence; outfitter operation; bed and breakfast extended and bed and breakfast food establishments; where consumption is on or off the premises; and regardless of whether there is a charge for the food.
- (b) The term does not include: an establishment that offers only prepackaged foods that are not potentially hazardous; a produce stand that offers whole, uncut fresh fruits and vegetables; a food processing plant; a kitchen in a private home if only food that is not potentially hazardous is prepared for

sale or service at a function, such as a religious or charitable organization's bake sale; a Bed and Breakfast Limited facility as defined in these rules; or a private home.

- (12) **"GRP"** means **"GOOD RETAIL PRACTICES,"** which are preventive measures that include practices and procedures which effectively control the introduction of pathogens, chemicals, and physical objects into FOOD. GOOD RETAIL PRACTICES are prerequisites to instituting a HACCP PLAN or RISK CONTROL PLAN.
- (13) **"HACCP"** means **"HAZARD ANALYSIS CRITICAL CONTROL POINT."**
- (14) **"HACCP plan"** means a written document that delineates the formal procedures for following the HAZARD ANALYSIS CRITICAL CONTROL POINT PRINCIPLES developed by the National Advisory Committee on Microbiological Criteria for Foods.
- (15) **"HACCP principles"** means the 7 principles of the Hazard Analysis and Critical Control Point System which:
  - (a) Were adopted March 20, 1992 and amended 8/14/97, by the National Advisory Committee for the Microbiological Criteria for Foods; and
  - (b) Are the following:
    - (i) Conduct a HAZARD analysis;
    - (ii) Identify the CCPs in the process;
    - (iii) Establish CRITICAL LIMITS for preventive measures associated with each identified CCP;
    - (iv) Establish CCP monitoring requirements;
    - (v) Establish corrective action to be taken when monitoring indicates that there is a deviation from the established critical limit;
    - (vi) Establish procedures for verification that the HACCP system is working correctly; and
    - (vii) Establish effective record keeping procedures that document the HACCP system.

- (16) **“Hazard”** Means a biological, chemical, or physical property that may cause an unacceptable consumer health risk.
- (17) **“HSP”** means **“HIGHLY SUSCEPTIBLE POPULATION,”** a group of PERSONS who are more likely than other populations to experience foodborne disease because they are immunocompromised or older adults; and in a facility that provides health care or assisted living services, such as a hospital or nursing home; or preschool age children in a facility that provides custodial care, such as a child care center.
- (18) **“NSSP”** means **“National Shellfish Sanitation Program,”** which is a cooperative state-FDA-industry program for the sanitary control of shellfish that are shipped in interstate commerce.
- (19) **“Person in charge”** means the individual present at a FOOD ESTABLISHMENT who is responsible for the operation at the time of the inspection.
- (20) **“PHF” means Potentially Hazardous Food.**
- a. **“Potentially hazardous food”** means a FOOD that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
- (i) The rapid and progressive growth of infectious or toxigenic microorganisms
  - (ii) The growth and toxin production of *Clostridium botulinum*; or
  - (iii) In raw shell eggs, the growth of *Salmonella Enteritidis*.

(b) **“Potentially hazardous food”** includes an animal FOOD (a FOOD of animal origin) that is raw or heat-treated; a FOOD of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth as specified in this definition.

(c) **“Potentially hazardous food”** does not include:

- (i) An air-cooled hard-boiled egg with shell intact;
- (ii) A FOOD with an  $a_w$  value of 0.85 or less;
- (iii) A FOOD with a pH level of 4.6 or below when measured at 24 °C (75 °F);
- (iv) A FOOD, in an unopened HERMETICALLY SEALED CONTAINER, that is commercially processed to achieve and maintain commercial sterility under conditions of nonrefrigerated storage and distribution;
- (v) A FOOD for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic microorganisms or the growth of *S. Enteritidis* in eggs or *C. botulinum* can not occur, such as a FOOD that has an  $a_w$  and a pH that are above the level specified under Subparagraphs (c)(ii) and (iii) of this definition and that may contain a preservative, other barrier to the growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms; or
- (iv) The term also does not include a food that may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness, but that does not support the growth of microorganisms as specified in the definition of a potentially hazardous food.

(21) **"Public health interventions"** means the following set of new preventive measures that were introduced in the FDA Food Code in 1993. The INTERVENTIONS are:

- (a) Demonstration of Knowledge;
- (b) EMPLOYEE Health;
- (c) Hands as a Vehicle of Contamination (also a RISK FACTOR);

- (d) Time -Temperature Relationships (also a RISK FACTOR); and
- (e) Consumer Advisory.

(22) **“Regulatory Authority”** means the state or federal enforcement body or authorized representative having jurisdiction over the FOOD ESTABLISHMENTS.

(23) **"Risk-based inspection"** means a FOOD ESTABLISHMENT inspection approach focused on identifying significant behaviors and practices inherent to the FOOD ESTABLISHMENT operations with particular emphasis on the PUBLIC HEALTH INTERVENTIONS and RISK FACTORS.

(24) **"RCP"** means **Risk Control Plan** which is a mutually agreed upon written plan (between the CANDIDATE and the management of the FOOD ESTABLISHMENT) that describes a management system for control of foodborne disease RISK FACTORS. The plan delineates necessary records, responsible personnel, what needs to be controlled, and how it will be controlled.

(25) **Risk Factors.**

(a) **"Risk factors"** means improper practices or procedures, which have been identified by the Centers for Disease Control and Prevention (CDC), through epidemiological data as the most prevalent contributing factors of foodborne illness or injury.

(b) **"Risk factors"** includes:

- (i) poor personal hygiene;
- (ii) FOOD from unsafe source;
- (iii) inadequate cooking;
- (iv) improper holding temperatures; and
- (v) contaminated EQUIPMENT.

(26) **“RTE” means Ready-to-Eat Food**

(a) **“Ready-to-eat-food”** means FOOD that is in a form that is edible without washing, cooking, or additional preparation by the FOOD ESTABLISHMENT or the CONSUMER and that is reasonably expected to be consumed in that form.

(b) **“Ready-to-eat-food”** includes:

- (i) POTENTIALLY HAZARDOUS FOOD that is unPACKAGED and cooked to the temperature and time required for the specific FOOD under §229.164 (k) of the TFER.
- (ii) Raw, washed, cut fruits and vegetables;
- (iii) Whole, raw fruits and vegetables that are presented for consumption without the need for further washing, such as at a buffet; and
- (iv) Other FOOD presented for consumption for which further washing or cooking is not required and from which rinds, peels, husks, or shells are removed.

(27) **“Sanitization”** means the application of cumulative heat or chemicals on cleaned food-contact surfaces that, when evaluated for efficacy, yield a reduction of 5 logs, which is equal to a 99.999% reduction of representative disease microorganisms of public health importance.

(28) **"Standard"** means an agent of the Commissioner of the TDH who is responsible and qualified as a standardized training officer for certifying a CANDIDATE. This person shall be CERTIFIED by the FDA Center for Food Safety and Applied Nutrition (CFSAN) or the TDH Retail Foods Division. The STANDARD represents the TDH position on all issues during the CERTIFICATION process.

(29) **“Standardization”** means the process whereby a CANDIDATE demonstrates the knowledge and skills to satisfy CERTIFICATION requirements.



## Chapter

# 2

# Qualifying for Certification

## Parts

### 2-1 PREREQUISITE TRAINING AND EXPERIENCE

### 2-1 PREREQUISITE TRAINING AND EXPERIENCE

#### *Subparts*

#### **2-101 Objective**

#### **2-102 Eligibility**

#### **2-101 Objective.**

This chapter explains the prerequisite training and experience requirements for CANDIDATES to qualify for TDH CERTIFICATION. In order for TDH to engage in the process of field inspections for the purpose of STANDARDIZATION and CERTIFICATION, the CANDIDATE must qualify by fulfilling the training and experience requirements specified in this chapter. These eligibility requirements only apply to first time APPLICANTS for TDH STANDARDIZATION and CERTIFICATION. Once CERTIFIED, CANDIDATES for recERTIFICATION only need to meet the CERTIFICATION maintenance requirements (see Section 3-403).

#### **2-102 Eligibility.**

(A) APPLICANTS for initial TDH CERTIFICATION must utilize the TFER and:

- (1) Be routinely engaged in retail FOOD protection program work;

- (2) Have job responsibility for conducting FOOD safety training and/or STANDARDIZATION of other regulatory personnel;
- (3) Have successfully completed within the preceding 2 years at least 20 contact hours of training in the application of FOOD science and related studies such as microbiology, epidemiology, regulations, plan review or HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) PRINCIPLES; and
- (4) Have fulfilled one or more of the following prerequisites:
  - (a) At least 1 year of full time experience in retail FOOD ESTABLISHMENT inspections within the past 3 years, or
  - (b) At least one hundred retail FOOD ESTABLISHMENT inspections performed within the past 3 years, such as enforcement, training, or consultation inspections.
- (B)** When an APPLICANT'S supervisor submits the CERTIFICATION Nomination form (Annex 1) to TDH, the APPLICANT shall provide documentation of having fulfilled the above eligibility requirements. The APPLICANT'S line supervisor must sign and date the nomination form. The completed nomination forms should be submitted to the appropriate TDH office.
- (C)** APPLICANTS who do not meet eligibility requirements may later request CERTIFICATION, after completing the unmet requirements.

Chapter

# 3

## Certification: Field Requirements and Administration

### Parts

- 3-1 SCOPE
- 3-2 INSPECTION EQUIPMENT REQUIREMENTS
- 3-3 INSPECTIONS
- 3-4 TDH CERTIFICATION
- 3-5 CERTIFICATION RENEWAL
- 3-6 TERMINATION OF FIELD EXERCISE

### 3-1 SCOPE

#### *Subparts*

- 3-101 Objective
- 3-102 Performance Areas
- 3-103 Methodology

#### **3-101 Objective.**

This chapter explains the field requirements leading to TDH CERTIFICATION.

### **3-102 Performance Areas.**

The following areas of performance shall be addressed by the CANDIDATE during the retail FOOD ESTABLISHMENT inspections and evaluated by the STANDARD:

**(A) Good Retail Practices:**

The CANDIDATE shall demonstrate knowledge of current TDH TFER provisions related to GOOD RETAIL PRACTICES and the ability to interpret and apply them.

**(B) Risk-Based Inspection:**

The CANDIDATE shall demonstrate knowledge of current TDH TFER provisions related to PUBLIC HEALTH INTERVENTIONS and RISK FACTORS which are most frequently associated with foodborne illness or injury.

**(C) Application of HACCP:**

The CANDIDATE shall demonstrate the ability to verify compliance with an existing HACCP PLAN. In the absence of a HACCP PLAN, the CANDIDATE shall demonstrate the ability to apply all 7 HACCP PRINCIPLES to the inspection process.

**(D) Inspection Equipment:**

The CANDIDATE shall be equipped and familiar with inspection equipment essential to each FOOD ESTABLISHMENT inspection. During the inspection, the CANDIDATE shall demonstrate knowledge of proper use of essential inspection equipment.

**(E) Communication:**

The CANDIDATE shall demonstrate the ability to effectively communicate with the PERSON IN CHARGE and explain significant inspection findings to the PERSON IN CHARGE at the conclusion of the inspection.

### **3-103            Methodology.**

**(A) Initial CERTIFICATION:**

The TDH STANDARD and the CANDIDATE shall conduct 8 joint field inspections of retail FOOD ESTABLISHMENTS selected by the STANDARD. The FOOD ESTABLISHMENTS selected for inspection during CERTIFICATION should be 4 high risk, 2 medium risk, 1 HSP and 1 with a HACCP plan. All 8 inspections for initial CERTIFICATION should be completed within a reasonable period of time, not to exceed 12 months.

**(B) ReCERTIFICATION:**

The TDH STANDARD and the CANDIDATE will conduct 6 joint field inspections of retail FOOD ESTABLISHMENTS selected by the STANDARD. The FOOD ESTABLISHMENTS selected for inspection during reCERTIFICATION should be 3 high risk, 2 medium risk and 1 with a HACCP plan. All 6 inspections for reCERTIFICATION should be completed within a reasonable period of time, not to exceed 3 years.

**(C) Options of the Standard:**

The STANDARD has the option of adjusting the time period, type of facility selected, and methodology for inspection at any time to enhance the effectiveness of the CERTIFICATION process.

**(D) Performance Evaluation Methods:**

The performance of the CANDIDATE shall be evaluated by the TDH STANDARD using the methods outlined in table 1.

**Table 1. Summary of Evaluation Methods for Each Performance Area.**

PERFORMANCE AREA	INITIAL CERTIFICATION <sup>1</sup>	RE-CERTIFICATION <sup>2</sup>
GOOD RETAIL PRACTICES	Joint Inspections	Joint Inspections
RISK-BASED INSPECTION	Joint Inspections	Joint Inspections
Application of HACCP PRINCIPLES	<ul style="list-style-type: none"> <li>• RISK CONTROL PLAN</li> <li>• Process Flow Charts</li> <li>• Verification of existing HACCP PLAN and</li> <li>• Orally communicates 7 PRINCIPLES OF HACCP</li> </ul>	<ul style="list-style-type: none"> <li>• RISK CONTROL PLAN</li> <li>• Process Flow Charts (optional) and</li> <li>• Verification of existing HACCP PLAN</li> </ul>
Inspection Equipment	Field Observations	Field Observations
Communications	Field Observations	Field Observations

**NOTE:** 1. All of the initial CERTIFICATION requirements are to be completed during a total of 8 joint inspections with the TDH STANDARD, over a period not to exceed 12 months.

2. The recERTIFICATION requirements are to be completed during a total of 6 joint inspections with the TDH STANDARD over a period not to exceed 3 years.

## 3-2 INSPECTION EQUIPMENT REQUIREMENTS

### *Subparts*

#### **3-201 Equipment Use**

#### **3-202 Equipment List**

#### **3-201 Equipment Use.**

Specific inspection equipment is required to effectively and accurately conduct an inspection and evaluate RISK FACTORS that contribute to foodborne illness in retail FOOD operations. The CANDIDATE shall be evaluated on the proper use of the inspection equipment during all inspections (refer to Subpart 3-302 (C)). Even though some equipment is listed as optional, it may be essential for some FOOD ESTABLISHMENT inspections, depending on the circumstances.

### **3-202            Equipment List.**

- (A) The following is a list of the *essential* equipment recommended to evaluate a retail FOOD operation:
- (1) Necessary inspection forms and administrative materials;
  - (2) Head cover: baseball cap, hair net, or equivalent;
  - (3) Thermocouple TEMPERATURE MEASURING DEVICE;
  - (4) Temperature-sensitive tapes for verifying hot water WAREWASHER final rinse temperature or a temperature measuring device;
  - (5) Chemical test kit for different chemical SANITIZER types;
  - (6) Flashlight; and
  - (7) Alcohol swabs.
- (B) The following is a list of *optional* equipment recommended to evaluate a retail operation:
- (1) Lab coat or equivalent protection to cover street clothes;
  - (2) Time-temperature data logger;
  - (3) Camera;
  - (4) Measuring tape;
  - (5) Light meter;
  - (6) pH meter;
  - (7) Water activity meter; and
  - (8) Pressure gauge.

## **3-3    INSPECTIONS**

### ***Subparts***

#### **3-301 Field Exercise**

#### **3-302 Performance Criteria**

#### **3-303 Assessment**

### **3-301 Field Exercise.**

#### **(A) CANDIDATE Inspection Duties:**

During all joint field retail FOOD ESTABLISHMENT inspections, the CANDIDATE shall take the lead. The CANDIDATE shall make introductions and determine who the PERSON IN CHARGE is at the beginning of each inspection.

The CANDIDATE shall record all observations and inspection data collected during the inspection. For the purpose of tracking temperature patterns, it is recommended that the CANDIDATE perform a preliminary survey of FOOD temperatures early in each inspection.

At various times during the field exercise the CANDIDATE shall be directed to perform specific tasks, such as explaining TFER requirements, citing code provisions, calibrating inspection equipment, and preparing flow charts or reviewing HACCP records to demonstrate proficiency in each area.

**(B) Performance Areas:**

During the inspection, the STANDARD shall observe and evaluate the CANDIDATE, based on the CANDIDATE'S interpretation and application of TDH TFER provisions. Five performance areas are included in the evaluation:

- (1) GOOD RETAIL PRACTICES;
- (2) RISK-BASED INSPECTION;
- (3) Application of HACCP PRINCIPLES;
- (4) Inspection equipment; and
- (5) Communications.

**(C) Determining TFER Provisions:**

It is required that the CANDIDATE document and/or cite the appropriate TFER provisions corresponding to each violation observed. For this section only, scoring is not used and does not impact the outcome of the CANDIDATE's performance.

**(D) Comparison of Findings:**

Following each joint FOOD ESTABLISHMENT inspection, the CANDIDATES shall compare their findings with the STANDARD, and the differences shall be thoroughly discussed before proceeding to the next inspection (See Annex 2). The STANDARD shall retain the CANDIDATE'S inspection reports, flow charts, and RISK CONTROL PLAN to document satisfactory completion of CERTIFICATION requirements (See Annexes 2 and 3).

At the conclusion of the field exercise, the STANDARD shall tabulate and review the CANDIDATE'S inspection results and other observations to determine if the CANDIDATE has successfully completed the requirements for CERTIFICATION (See Annex 5).



### 3-302 Performance Criteria.

To be CERTIFIED by TDH, a CANDIDATE shall meet the following criteria for each performance area:

#### (A) Risk-Based Inspection and Good Retail Practices:

##### (1) Inspection Report:

At the conclusion of each inspection the CANDIDATE shall complete the *TDH STANDARDIZATION Inspection Report* (Annex 2, Section 1), based on observations and data collected during the inspection. The CANDIDATE shall determine which items on the inspection report form were in or out of compliance, not observed, and/or not applicable based on the observations.

##### (2) Candidate Scoring:

The STANDARD shall grade each *TDH STANDARDIZATION Inspection Report* (Annex 2, Section 1), by circling each incorrectly marked item and discussing these items with the CANDIDATE after each inspection. At the conclusion of each inspection, the STANDARD shall determine the number of disagreements on items and record that number in the chart provided in Annex 5. At the completion of the final inspection, the STANDARD shall total the number of disagreements for all FOOD ESTABLISHMENTS inspected.

- (a) To satisfy the “RISK-BASED INSPECTION” performance area, the CANDIDATE shall not disagree with the STANDARD on **more than 11 items in any one ESTABLISHMENT** in this section of the STANDARDIZATION Inspection Report and have an **average score of at least 90%**.
- (b) To satisfy the “GOOD RETAIL PRACTICES” performance area, the CANDIDATE shall not disagree with the STANDARD on **more than 5 items in any one ESTABLISHMENT** in this section of the STANDARDIZATION Inspection Report and have an **average score of at least 85%**.

#### (B) Application of HACCP Principles:

During the FOOD ESTABLISHMENT inspections, the CANDIDATE shall demonstrate the proper inspection approach for FOOD ESTABLISHMENTS

with preexisting HACCP PLANS and those without HACCP PLANS. Each CANDIDATE shall demonstrate an understanding of HACCP by:

(1) **Flow Charts: (Required for initial CERTIFICATIONS; optional for recERTIFICATIONS)**

(a) **Preparing Process Flow Charts:**

During the joint inspections, the STANDARD shall select a "COMPLEX FOOD PREPARATION." processes for the CANDIDATE to describe on a flow chart (Annex 4, Section 3).

The CANDIDATE shall develop a flow chart for the process and identify the HAZARDS, CCPs, and CLs for every CCP on each flow chart.

(b) **Requirements:**

The STANDARD shall grade the flow chart based on the correct identification of HAZARDS, CCPs, and CLs. To satisfy this requirement, the flow chart may contain no more than 2 errors or omissions. The **FDA Retail HACCP Guide: "Managing Food Safety, A HACCP Principles Guide for Operators of Food Service, Retail Food Stores, and Other Food Establishments at the Retail Level"**, and the current edition of the **TDH TFER** will be the reference documents for this exercise.

(2) **Risk Control Plan: Required for both initial CERTIFICATIONS and recERTIFICATIONS)**

(a) **Developing a RISK CONTROL PLAN:**

During at least 1 of the joint inspections, the STANDARD will select a CCP that the CANDIDATE has determined is not in compliance with CLs set by the TFER. The CANDIDATE shall develop a mock RISK CONTROL PLAN with the PERSON IN CHARGE. The RISK CONTROL PLAN should stress simple control measures that can be integrated into the daily routine of the FOOD ESTABLISHMENT. The plan should be brief and address the following points:

- (i) What HAZARD needs to be controlled;
- (ii) How the HAZARD will be controlled;
- (iii) Who is responsible for control; and
- (iv) What monitoring, record keeping, and corrective

actions are required.

(b) **Requirements:**

To satisfy the requirements, all 4 points shall be addressed in the RISK CONTROL PLAN. The CANDIDATE is not required to ask the PERSON IN CHARGE to commit to implementation of the RISK CONTROL PLAN (Annex 3, Section 1).

(3) **HACCP Plans: (Required for both initial CERTIFICATIONS and recERTIFICATIONS)**

(a) **Verification of HACCP Plans:**

During the joint inspections, the CANDIDATE shall select at least 1 FOOD ESTABLISHMENT to inspect that has implemented a HACCP PLAN. The CANDIDATE shall demonstrate the ability to verify that the HACCP PLAN is implemented by reviewing the FOOD ESTABLISHMENT's monitoring procedures and record keeping; verifying that CLs are met, and by substantiating that corrective actions are taken when the CLs are not met. The STANDARD shall select at least 1 CCP for the CANDIDATE to verify.

The CANDIDATE shall review the records for the selected CCPs for 3 specific twenty-four hour periods, which shall include records for the current day and 2 additional days selected at random. Based on this review, the CANDIDATE shall make the following determinations regarding monitoring, record keeping, and the performance of corrective action for a total of 9 HACCP PLAN record answers (Annex 4, Chart #2):

- (i) Required monitoring was performed on the 3 selected dates;
- (ii) Accurate and consistent records appear for the selected dates; and

(i) Corrective action was documented in accordance with the plan when CLS were not met on each of the 3 selected dates (CANDIDATE shall select the 3 days of records through discussions with the FOOD ESTABLISHMENT management).

(b) **HACCP Principles (For initial CERTIFICATION only):**

The CANDIDATE shall orally communicate to the STANDARD the HACCP PRINCIPLES and how they would apply to the FOOD ESTABLISHMENT'S operation.

(c) **Requirement:**

The CANDIDATE shall record the determination under "Status" on the TDH STANDARDIZATION Inspection Report (Annex 2, Section 1, Foodborne Illness Interventions and Risk Factors #14); and document findings on the HACCP PLAN Verification Summary Chart (Annex 4, Section 2, Chart #2). To satisfy this requirement, the CANDIDATE and the STANDARD shall be in agreement in at least 8 out of the 9 HACCP PLAN record answers on the HACCP PLAN Verification Summary Chart.

**(C) Inspection Equipment:**

The CANDIDATE shall have *essential* equipment (listed in 3-202) available for use during each inspection and shall demonstrate knowledge of necessary equipment to conduct a FOOD ESTABLISHMENT inspection. The CANDIDATE shall know how to properly use and maintain the equipment. Specifically, the CANDIDATE shall demonstrate that the temperature measuring device is accurate at 0 °C (32 °F) and 100 °C (212 °F).

**(D) Communications:**

In accordance with Chapter 4 of this procedure, the CANDIDATE shall take the lead in communicating with industry personnel during each of the inspections in 3 areas:

- (1) Introduction;
- (2) Person in Charge Interview; and
- (3) Exit Conference.

During the inspections, the CANDIDATE shall demonstrate by example the concepts of FOOD safety such as washing hands at the appropriate place and time and wearing the proper inspection apparel. The STANDARD shall observe and evaluate the CANDIDATE by focusing attention on communication skills that relay to the PERSON IN CHARGE, the compliance status and any observations, concerns, and alternatives for compliance. Satisfactory performance is achieved if this information is conveyed in a way that is understood, accepted, and acted upon.

**3-303 Assessment - Level of Agreement with Performance Criteria.**

(A) Chart 3 in Annex 5 can be used to tally the number of disagreements on the items between the STANDARD and the CANDIDATE in the “RISK-BASED INSPECTION” and “GOOD RETAIL PRACTICES” sections of the STANDARDIZATION Inspection Report.

**(B) Criteria for Success:**

- (1) To achieve CERTIFICATION, the CANDIDATE shall meet minimum requirements for the 3 Performance Areas described in 3-302 (A) and (B). The CANDIDATE may receive “Needs Improvement” classification in the Equipment and Communications Performance Areas and still be CERTIFIED.
- (2) When one or both of these Performance Areas is classified as needing improvement, the CANDIDATE and the CANDIDATE’s supervisor shall be notified that the “Needs Improvement” area or areas must be satisfactorily addressed before recERTIFICATION is granted. Prior to recERTIFICATION, the CANDIDATE’s supervisor must notify the STANDARD that the area or areas or concern have been addressed.

**Table 2. SUMMARY OF LEVEL OF AGREEMENT REQUIRED FOR EACH PERFORMANCE AREA.**

<b>PERFORMANCE AREA</b>	<b>LEVEL OF AGREEMENT</b>
<b>FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS</b>  Minimum of 80% = No more than 11 disagreements out of a total of 45 items	<ul style="list-style-type: none"> <li>• <b>No more than 11 disagreements</b> in any one FOOD ESTABLISHMENT and <b>average score of 90%</b> on the TDH STANDARDIZATION Inspection Report.</li> </ul>
<b>GOOD RETAIL PRACTICES</b>  Minimum of 80% = No more than 5 disagreements out of a total of 26 items	<ul style="list-style-type: none"> <li>• <b>No more than 5 disagreements</b> in any one FOOD ESTABLISHMENT and <b>average score of 85%</b> on the TDH STANDARDIZATION Inspection Report.</li> </ul>
<b>Application of HACCP PRINCIPLES</b>	<ul style="list-style-type: none"> <li>• <b>1 Process Flow Charts:</b> Maximum of 2 errors or omissions (3-302(B)(1) Chart #2 (ANNEX 4, Section 3))</li> <li>• <b>1 RISK CONTROL PLAN:</b> 4 parts accurately addressed (3-302(B)(2)) Chart #1 (ANNEX 3, Section 1)</li> <li>• <b>1 HACCP PLAN Verification:</b> Correctly review documentation records on 3 different dates, for a food establishment HACCP PLAN (3-302(B)(3)) with agreement on at least 8 out of the 9 answers on Chart #2 (ANNEX 4, Section 2)</li> <li>• <b>Knowledge of HACCP PRINCIPLES*:</b> Accurately lists 7 steps</li> </ul>
<b>Inspection Equipment**</b>	<ul style="list-style-type: none"> <li>• CANDIDATE has equipment from the <i>essential</i> equipment list</li> <li>• CANDIDATE demonstrates knowledge and use of <i>essential</i> EQUIPMENT</li> </ul> (Rate as Satisfactory or Needs Improvement)
<b>Communications **</b>	<b>Observations of :</b> <ul style="list-style-type: none"> <li>• Introductions to PERSON IN CHARGE (4-102)</li> <li>• Fact finding questions through interview with PERSON IN CHARGE (4-103)</li> <li>• CANDIDATE setting an example (4-102(B))</li> <li>• Exit conference with PERSON IN CHARGE (4-104)</li> </ul> (Rate as Satisfactory or Needs Improvement)
*Initial Certification only ** Performance Areas deemed in need of improvement shall be satisfactorily addressed before recERTIFICATION. NOTE: See Annex 5-2 for instructions on scoring and determining performance.	

## **3-4 TDH CERTIFICATION**

### ***Subparts***

#### **3-401 CERTIFICATE Issuance**

#### **3-402 CERTIFICATE Expiration**

#### **3-403 CERTIFICATE Maintenance**

#### **3-401 CERTIFICATE Issuance.**

Upon achieving the required level of agreement with the STANDARD, the CANDIDATE is awarded the CERTIFICATE of a TDH-CERTIFIED INSPECTION/ TRAINING OFFICER. A CERTIFICATE recognizing the accomplishment is forwarded to the CANDIDATE and notification is sent to the CANDIDATE'S supervisor within sixty days.

#### **3-402 CERTIFICATE Expiration.**

CERTIFICATION is valid for a period of 3 years. The date that CERTIFICATION is issued and the date that it expires appear on the CERTIFICATE issued by the TDH.

#### **3-403 CERTIFICATE Maintenance.**

- (A) Official records of all CERTIFICATIONS in retail FOOD inspection shall be maintained by the TDH for at least 3 years.
- (B) CERTIFICATION shall be maintained in good standing for the 3-year period when the CERTIFIED person:
  - (1) Annually conducts and documents STANDARDIZATION exercises, in accordance with this document, with at least 2 other retail FOOD program inspection personnel; and
  - (2) Annually accomplishes and documents at least 1 of the following activities:
    - (a) Assists at least 5 retail FOOD ESTABLISHMENTS in the development of RISK CONTROL PLANS (RCP). The CERTIFIED INSPECTION/ TRAINING OFFICER shall submit a report

describing the outcome of the RCP to TDH WITH THE TDH NOMINATION FORM, OR

- (b) Conducts or coordinates and documents to the TDH at least 5 training courses related to the retail FOOD protection program, or
- (c) Performs and documents to the TDH any combination of training courses or RISK CONTROL PLANS that equals 5.

(C) Upon written request by the CERTIFIED person, the requirements listed in Paragraph 3-403 (B) may be adjusted by the TDH due to special situations or circumstances.

### **3-5 CERTIFICATION RENEWAL**

#### ***Subparts***

#### **3-501 Requirements**

#### **3-502 Expired CERTIFICATE**

#### **3-501 Requirements.**

In order to renew a person's CERTIFICATION, the STANDARD and the CERTIFIED person shall conduct 6 CERTIFICATION inspections, as described in Part 3-3 and Chapter 4. A person's CERTIFICATION may not be extended beyond the expiration date unless the person successfully fulfills the criteria described in Part 3-3 and Chapter 4, and has complied with the CERTIFICATION maintenance criteria listed in Part 3-4.

#### **3-502 Expired CERTIFICATE.**

If a person's CERTIFICATION expires and is not renewed, and the person subsequently reapplies for CERTIFICATION, the person shall apply in writing to the STANDARD for recERTIFICATION giving reasons why the person is qualified and should be recERTIFIED. The person shall submit a nomination form signed by the person's program supervisor. The STANDARD shall respond in writing to the program supervisor advising whether or not TDH will proceed with recERTIFICATION and the conditions under which CERTIFICATION renewal may be accomplished.



## **3-6 TERMINATION OF FIELD EXERCISE**

### ***Subparts***

#### **3-601 Termination of Field Exercise**

#### **3-602 Request for ReCERTIFICATION After Termination**

#### **3-601 Termination of Field Exercise.**

- (A) The STANDARD has the option to terminate the field exercise, at any time during the STANDARDIZATION procedure if the CANDIDATE is not properly prepared to achieve the required level of agreement.
- (B) The STANDARD shall notify the CANDIDATE and the CANDIDATE'S supervisor in writing of the reasons for failure.
- (A) The STANDARD shall document the results of the field exercise, with the reasons for termination of the field exercise, following termination of the STANDARDIZATION procedure. This information shall be forwarded to the CANDIDATE's supervisor and a copy shall be placed in the TDH file. All evidence and conclusions reached by the Agency shall be documented in writing by the STANDARD and shall be kept for 3 years in accordance with the Texas Open Records Act.

#### **3-602 Request for ReCERTIFICATION After Termination.**

CANDIDATES may apply for another opportunity to become CERTIFIED when an unsuccessful field exercise is terminated by the STANDARD. Before reapplying, CANDIDATES should improve their skills and areas of weakness.

**Chapter**

# **4      Communication Skills**

**Part**

**4-1    APPLICATION**

**4-1    APPLICATION**

*Subparts*

**4-101 Objective**

**4-102 Introduction**

**4-103 Interview with the Person in Charge**

**4-104 Exit Conference**

**4-101 Objective.**

Skillful communication is essential to the inspection process in order to effectuate needed changes by the PERSON IN CHARGE . This chapter highlights the importance of communication skills during an inspection. Activities and responsibilities involved in a retail FOOD inspection program require a person to speak and to listen effectively.

Many different types of communication skills and approaches are necessary and valuable during the inspection process. The CANDIDATE shall be required to take the lead in communicating with industry personnel during all inspections and the STANDARD shall evaluate the CANDIDATE'S communication skills.

#### **4-102 Introduction.**

- (A) The CANDIDATE shall be required to make all introductions. A complete introduction consists of:
  - (1) Introducing all persons participating in the inspection;
  - (2) Presenting credentials or identification;
  - (3) Describing the purpose and flow of the inspection;
  - (4) Identifying and explaining to the PERSON IN CHARGE that it will be necessary to ask questions about the operation during the inspection; and
  - (5) Explaining that this is not intended as a regulatory inspection and that there will be no written report left at the end of the inspection; however, significant findings will be brought to the attention of the PERSON IN CHARGE.
- (B) In addition to verbal and written communication, the CANDIDATE shall also use the inspection process to communicate and demonstrate FOOD safety concepts by example. Activities such as proper handwashing, SANITIZING thermometers before probing FOODS, and wearing the proper inspection apparel should be used to reinforce spoken and written communications.

#### **4-103 Interview with the Person in Charge.**

The CANDIDATE shall conduct a discussion with the PERSON IN CHARGE to determine:

- (A) If a HACCP PLAN exists, and if so, whether the PERSON IN CHARGE understands the principles of the HACCP PLAN and is ensuring that the EMPLOYEES are effectively using the plan;
- (B) What training is provided for EMPLOYEES and managers that is relevant to applying the PUBLIC HEALTH INTERVENTIONS and controlling foodborne illness RISK FACTORS;
- (C) What EMPLOYEE health policies are in effect; and

- (D) What POTENTIALLY HAZARDOUS FOODS are on the menu and what production activities are ongoing at the time of inspection.

#### **4-104 Exit Conference.**

At the exit conference, the CANDIDATE shall clearly:

- (A) Convey and discuss in detail with the PERSON IN CHARGE the inspection findings including:
  - (1) The compliance status of the FOOD ESTABLISHMENT describing each significant violative condition and, where appropriate, acceptable compliance alternatives,
  - (2) The response and plans of the PERSON IN CHARGE for correcting violations, including a RISK CONTROL PLAN, and
  - (3) Corrective actions observed during the inspection. Such proactive food safety measures should be commended.
- (B) Explain the public health significance of the RISK FACTORS and PUBLIC HEALTH INTERVENTIONS, GRPs, and the CCPs which do not meet the CLS as established in the TFER; and
- (C) Demonstrate the ability to discuss and resolve in a courteous and professional manner, issues that the PERSON IN CHARGE might not agree with or clearly understand.

## TDH CERTIFICATION NOMINATION FORM

### TEXAS DEPARTMENT HEALTH RETAIL FOODS DIVISION

Return the completed nomination form to: Texas Department of Health, Retail Foods Division, Accreditation and Training Branch, 1100 W. 49th St. Austin, TX 78756 or FAX (512) 719-0262.

#### APPLICANT INFORMATION

<b>Candidate's Name:</b> (Certificate Name...Please Print)		<b>Title:</b>	
<b>Agency:</b>		<b>Dates of Service:</b>	
<b>Home Telephone Number:</b>		<b>Office Email Address:</b>	
<b>Office Telephone Number:</b>		<b>Office Fax Number:</b>	
<b>Office Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Home Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

#### ELIGIBILITY INFORMATION

<b>Formal Education/Training:</b>

<b>Present Retail Food Protection Duties/ Date Assigned:</b>

## TDH CERTIFICATION NOMINATION FORM

<b>Present Duties Conducting Food Safety Training and/or Standardization / Date Assigned</b>

<b>Continuing Education:</b> (List hours of education with course titles/dates, within the last 2 years) Note: 20 contact hours minimum to qualify for nomination.		
<b>Course</b>	<b>Hours</b>	<b>Date</b>

<b>Other Prerequisites Completed Within the Past 3 Years:</b> (One box must be checked)	
1 year of full time experience in retail food establishment inspections:	<b>G</b>
100 food establishment inspections within the past 3 years:	<b>G</b>

Our local health jurisdiction adopted the Texas Food Establishment Rules : **G** Yes **G** No

**SUPERVISOR' SIGNATURE** (Confirming request for nomination):

**NAME** (Signature): \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME** (Print): \_\_\_\_\_ **TITLE** (Print): \_\_\_\_\_

**For Office Use Only:**

**G** ROUTINELY ENGAGED IN RETAIL FOOD PROTECTION PROGRAM WORK

**G** JOB RESPONSIBILITIES CONDUCTING FOOD SAFETY TRAINING AND/OR STANDARDIZATION

**G** 20 CONTACT HOURS OF TRAINING

**G** 1 YEAR FULL TIME EXPERIENCE OR 100 FOOD ESTABLISHMENT INSPECTIONS

COMMENTS: \_\_\_\_\_

**G** APPROVED **G** DISAPPROVED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_ **G** CENTRAL OFFICE **G** REGION REGION # \_\_\_\_\_

## TDH STANDARDIZATION INSPECTION REPORT

### FOOD ESTABLISHMENT INFORMATION/NOTES

Establishment Name:		Risk Category: (Please circle one) High      Med      HSP      HACCP	
Physical Address:		Person in Charge:	
City:	State:	Zip:	County:
Inspection Time In:	Inspection Time Out:		Date:
Candidate's Name		Candidate's Agency	
Standard's Name:		Indicate Person Filling Out Form: ( <i>circle one</i> ) Candidate's Form / Standard's Form	
_____ HACCP Plan Required?	_____ Does the facility have their own HACCP Plan?	_____ Manager Certified?	
Cold Holding Requirement For Jurisdiction: [5°C (41°F)_____] or [ 7°C (45°F)_____ ] - or - [5°C (41°F) and 7°C (45°F) combination:_____]			
_____ Will a <b>HACCP Exercise</b> be conducted during this Inspection?			
_____ Will a <b>RCP</b> be completed during this Inspection?			

*Notes:*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## Page 1 of 2

Form No. E-5 (09/98)

# Corrective Actions to Ensure Safe Food

Page 2 of 2

## Item No.

1

### Cooling

\$ Potentially hazardous food cooled from 140°F to 70°F more than 2 hours OR 70°F to 41°F (45°F) more than 4 hours OR prepared foods cooled to 41°F (45°F) more than 4 hours:

**Action: Voluntary destruction**

2

### Cold Hold

\$ Potentially hazardous food held above 41°F (45°F) more than 4 hours:

**Action: Voluntary destruction**

\$ Potentially hazardous food held above 41°F (45°F) less than 4 hours:

**Action: Rapid cool (e.g. ice bath)**

3

### Hot Hold

\$ Potentially hazardous food held below 140°F more than 4 hours:

**Action: Voluntary destruction**

\$ Potentially hazardous food held below 140°F less than 4 hours:

**Action: Rapid reheat to 165°F or more**

4

### Cooking

\$ Potentially hazardous foods undercooked:

**Action: Recook to proper temperature**

5

### Rapid Reheating

\$ Cold potentially hazardous foods improperly reheated:

**Action: Reheat rapidly to 165°F**

7

### Handwashing

\$ Food employees observed not washing hands:

**Action: Employees should be instructed to wash hands before starting work and after smoking, eating, drinking, using the toilet, and all other times specified in the Rules.**

9, 10

### Approved Source/Sound Condition

\$ Foods from unapproved sources/unsound condition:

**Action: Detention or voluntary destruction**

11

### Proper Handling of Ready-to-Eat Foods

\$ Ready-to-Eat foods handled with bare hands and employee did not properly wash hands before handling:

**Action: Voluntary destruction**

12

### Cross Contamination of Raw/Cooked Foods

\$ Ready-To-Eat foods contaminated by raw potentially hazardous foods:

**Action: Voluntary destruction of ready to eat foods**

13

### Approved Systems

\$ HACCP Plans for ROP, shellfish tanks, variances, others

\$ Written procedure for time as a public health control

**TDH STANDARDIZATION REPORT  
VIOLATIVE CONDITIONS OBSERVED**

Establishment Name: \_\_\_\_\_

Inspection Report Item #	TFER Citation	TFER Page #	Condition Observed

**THIS PAGE IS INTENDED TO BE BLANK.**

## TDH STANDARDIZATION REPORT FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

Establishment Name: \_\_\_\_\_

<i>FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS</i>			
<b><u>TFER Interventions:</u></b>		<b><u>Risk Factors:</u></b>	
Demonstration of knowledge		Unsafe food sources	
Hands as a vehicle of contamination	-----	Poor personal hygiene	
Employee health		Contaminated equipment	
Time temperature relationships	-----	Inadequate cooking	
Time temperature relationships	-----	Improper holding temperatures	
Consumer advisory			

For each item, indicate one of the following for **OBSERVATIONAL STATUS**: IN - Item found in compliance; OUT - Item found out of compliance; N.O. - Not observed; N.A. - Not applicable

### FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

\*Indicates critical items

#### STATUS

- 1. DEMONSTRATION OF KNOWLEDGE**

TFER compliance, certified via testing with accredited program, or responses to safety questions regarding operation\*
  
- 2. EMPLOYEE HEALTH\***

**A.** Management awareness and policy regarding handling employee health situations

**B.** Visible or known symptoms / or known diagnosis dealt with according to the TFER
  
- 3. CONSUMER ADVISORY**

Inform especially vulnerable consumers about the increased risk associated with eating animal foods in raw or undercooked form via disclosure and reminder; brochure fulfills essential criteria.
  
- 4. FOOD FROM APPROVED SOURCE**

**A.** All food from regulated food processing plants / no home prepared or canned foods\*

**B.** All shellfish from NSSP listed sources / no recreationally caught shellfish received or sold\*

**C.** Game approved by regulatory authority\*

**D.** Food received at proper temperatures / protected from contamination during transportation and receiving / safe and unadulterated food\*

**E.** Shellstock tags retained for 90 days from the date the container is emptied\*

**F.** Written documentation of parasite destruction maintained for fish products for 90 days

**G.** CCP monitoring records maintained in accordance with HACCP plan\*

## FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

\*Indicates critical items

### STATUS

#### 5. TIME/TEMPERATURE CONTROLS

##### 5.1 Inadequate Cook\*

- \_\_\_\_\_ A. Raw eggs broken for immediate service and cooked to 63°C (145°F) for 15 seconds, eggs not prepared for immediate service cooked to 68°C (155°F) for 15 seconds
- \_\_\_\_\_ B. Comminuted fish, meat, and game animals cooked to 68°C (155°F) for 15 seconds
- \_\_\_\_\_ C. Pork roasts and beef roasts, including formed roasts, cooked to 54°C (130°F) for 121 minutes or as chart specified and according to oven parameters per chart
- \_\_\_\_\_ D. Ratites, pork, and injected meats cooked to 68°C (155°F) for 15 seconds
- \_\_\_\_\_ E. Poultry; wild game; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry, or ratites cooked to 74°C (165°F) for 15 seconds
- \_\_\_\_\_ F. Wild game animals cooked to 74°C (165°F) for 15 seconds
- \_\_\_\_\_ G. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces has a cooked color
- \_\_\_\_\_ H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands for 2 minutes after cooking
- \_\_\_\_\_ I. All other PHF cooked to 63°C (145°F) for 15 seconds

##### 5.2 Reheating\*

- \_\_\_\_\_ A. PHF rapidly reheated to 74°C (165°F) for 15 seconds
- \_\_\_\_\_ B. Food reheated to 74°C (165°F) or higher in a microwave
- \_\_\_\_\_ C. Commercially processed RTE, if reheated, held at 60°C (140°F) or above
- \_\_\_\_\_ D. Remaining unsliced portions of beef roasts reheated for hot holding using minimum oven parameters

##### 5.3 Cooling\*

- \_\_\_\_\_ A. Cooked PHF cooled from 60°C (140°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 7°C / 5°C (45°F / 41°F) or below within 4 hours
- \_\_\_\_\_ B. PHF (from ambient temperature ingredients) cooled to 7°C / 5°C (45°F / 41°F) or below within 4 hours
- \_\_\_\_\_ C. Foods received at a temperature according to Law cooled to 7°C / 5°C (45°F / 41°F) within 4 hours

##### 5.4 PHF Cold & Hot Holding\*

- \_\_\_\_\_ A. PHF maintained at 7°C / 5°C (45°F / 41°F) or below, except during preparation, cooking, cooling or when time is used as a public health control
- \_\_\_\_\_ B. PHF maintained at 60°C (140°F) or above, except during preparation, cooking, or cooling or when time is used as a public health control
- \_\_\_\_\_ C. Roasts held at a temperature of 54°C (130°F) or above

##### 5.5 Date Marking & Discarding\*

- \_\_\_\_\_ A. Date marking for RTE, PHF prepared on-site and opened commercial container held for more than 24 hours
- \_\_\_\_\_ B. RTE, PHF / opened commercial container held at ≤ 5 °C (41°F) for ≤7 days or > 5°C – 7°C (41°F - 45°F) for ≤4 days and discard

## FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

\*Indicates critical items

### STATUS

#### 5.5 Date Marking & Discarding\*

- \_\_\_\_\_ C. If RTE, PHF prepared on-site / opened commercial container is frozen, then:  
1) consume within 24 hours of thawing, or 2) indicate time before freezing on label
- \_\_\_\_\_ D. If frozen RTE, PHF prepared on-site / frozen opened commercial container is thawed, hold at  $\leq 5^{\circ}\text{C}$  ( $41^{\circ}\text{F}$ ) for  $\leq 7$  days minus time from preparation/opening or  $> 5^{\circ}\text{C} - 7^{\circ}\text{C}$  ( $41^{\circ}\text{F} - 45^{\circ}\text{F}$ ) for  $\leq 4$  days minus the time from preparation/opening and discard

#### 5.6 Time\*

\_\_\_\_\_ When **only** time is used as a public health control, food is cooked and served within 4 hours

#### 6. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS\*

- \_\_\_\_\_ A. Prepackaged juice/beverage containing juice with a warning label (21 CFR, Section 101.17(g)) not served
- \_\_\_\_\_ B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls *Salmonella* Enteritidis
- \_\_\_\_\_ C. Raw or partially cooked animal food and raw seed sprouts not served
- \_\_\_\_\_ D. Unopened food package not re-served

#### 7. PROTECTION FROM CONTAMINATION\*

- \_\_\_\_\_ A. Separating raw animal foods from raw RTE food and separating raw animal foods from cooked RTE food
- \_\_\_\_\_ B. Raw animal foods separated from each other during storage, preparation, holding, and display
- \_\_\_\_\_ C. Food protected from environmental contamination
- \_\_\_\_\_ D. After being served or sold to a consumer, food is not re-served
- \_\_\_\_\_ E. Discarding or reconditioning unsafe, adulterated or contaminated food

#### 8. FOOD-CONTACT SURFACES

\_\_\_\_\_ Food-contact surfaces and utensils are clean to sight and touch and sanitized before use\*

#### 9. PROPER, ADEQUATE HANDWASHING

\_\_\_\_\_ Hands clean and properly washed\*

#### 10. GOOD HYGIENIC PRACTICES\*

\_\_\_\_\_ Food employees eat, drink, and use tobacco only in designated areas / do not use a utensil more than once to taste food that is sold or served / do not handle or care for animals present. Food employees experiencing persistent sneezing, coughing, or runny nose do not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles\*

## FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

\*Indicates critical items

### STATUS

- |       |  |
|-------|--|
| _____ | <b>11. PREVENTION OF CONTAMINATION FROM HANDS*</b>   |
|       | Exposed, RTE food not touched by bare hands unless employees have utilized the special handwash procedures specified in the TFER §229.163 (e)(3).                              |
| _____ | <b>12. HANDWASH FACILITIES*</b>  |
| _____ | <b>A.</b> Handwash facilities conveniently located and accessible for employees  |
| _____ | <b>B.</b> Handwash facilities supplied with hand cleanser / sanitary towels / hand drying devices  |
| _____ | <b>13. CHEMICAL</b>  |
| _____ | <b>A.</b> No unapproved food or color additives. Sulfites not applied to fresh fruits and vegetables intended for raw consumption*   |
| _____ | <b>B.</b> Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies*, and other personal care items properly identified, stored, and used |
| _____ | <b>C.</b> Poisonous or toxic materials held for retail sale properly stored*   |
| _____ | <b>14. CONFORMANCE WITH APPROVED PROCEDURES*</b>   |
|       | Complies with variance and/or HACCP procedures by monitoring CCPs and taking necessary corrective actions  |

**SCORE:** Number of disagreements for **Interventions/Risk Factors:** \_\_\_\_\_

**Standard's Initial:** \_\_\_\_\_



## TDH STANDARDIZATION REPORT GOOD RETAIL PRACTICES (GRPs)

Establishment Name: \_\_\_\_\_

### ABBREVIATIONS

<b>"CCP"</b>	- critical control point Program	<b>"NSSP"</b>	- National Shellfish Sanitation
<b>"CL"</b>	- critical limit	<b>"PHF"</b>	- potentially hazardous food
<b>"GRP"</b>	- good retail practice	<b>"RTE"</b>	- ready-to-eat
<b>"HACCP"</b>	- hazard analysis critical control point	<b>"RCP"</b>	- risk control plan
<b>"HSP"</b>	- highly susceptible population		

### GOOD RETAIL PRACTICES (GRPs)

\*Indicates items that are always critical according to the TDH Texas Food Establishment Rules. The item requires immediate attention.

#### STATUS

#### PERSONNEL

- \_\_\_\_\_ 1. Personal Cleanliness (fingernails, jewelry, outer clothing)

#### FOOD & FOOD PROTECTION

- \_\_\_\_\_ 2. Food source\*, original container, properly labeled, condition, used\*, honestly presented\*, segregated distressed products
- \_\_\_\_\_ 3. Plant food cooking for hot holding
- \_\_\_\_\_ 4. Protection from contamination
- \_\_\_\_\_ 5. Facilities / methods to control product temperature
- \_\_\_\_\_ 6. PHF properly thawed
- \_\_\_\_\_ 7. Dispensing of food / utensils properly stored

#### FOOD EQUIPMENT

- \_\_\_\_\_ 8. Thermometers provided and conspicuous\*
- \_\_\_\_\_ 9. Food and nonfood-contact surfaces: designed / constructed\*, maintained, installed, located, operated, cleanable\*
- \_\_\_\_\_ 10. Warewashing facility: designed, constructed, installed, located, operated, cleanable, used
- \_\_\_\_\_ 11. Wiping cloths, linens, napkins, gloves\*, sponges: properly used, stored
- \_\_\_\_\_ 12. Storage, handling of clean equipment, utensils
- \_\_\_\_\_ 13. Single-service / single-use articles: storage, dispensing, use, no reuse

#### WATER\*

- \_\_\_\_\_ 14. Safe water source, hot & cold under pressure, adequate quantity

#### PLUMBING

- \_\_\_\_\_ 15. Installed, maintained\*
- \_\_\_\_\_ 16. Cross connection\*, back siphonage, backflow prevention\*

## GOOD RETAIL PRACTICES (GRPs)

### TOILET FACILITIES

- \_\_\_\_\_ 17. Number\*, convenient, accessible, designed, installed
- \_\_\_\_\_ 18. Toilet rooms enclosed, self-closing doors; fixtures, good repair, clean proper waste receptacles

### SEWAGE

- \_\_\_\_\_ 19. Sewage and waste water disposal\*

### GARBAGE & REFUSE DISPOSAL

- \_\_\_\_\_ 20. Containers or receptacles: covered, adequate number, insect / rodent proof, frequency of removal, clean. Area properly constructed, necessary implements, supplies

### PHYSICAL FACILITY

- \_\_\_\_\_ 21. Floors, walls, ceilings: designed, constructed, maintained, clean
- \_\_\_\_\_ 22. Lighting, ventilation, dressing rooms / designated areas maintained

### GARBAGE & REFUSE DISPOSAL

- \_\_\_\_\_ 20. Containers or receptacles: covered, adequate number, insect / rodent proof, frequency of removal, clean. Area properly constructed, necessary implements, supplies

### PHYSICAL FACILITY

- \_\_\_\_\_ 21. Floors, walls, ceilings: designed, constructed, maintained, clean
- \_\_\_\_\_ 22. Lighting, ventilation, dressing rooms / designated areas maintained
- \_\_\_\_\_ 23. Premises maintained free of litter, unnecessary articles, cleaning and maintenance equipment properly stored
- \_\_\_\_\_ 24. Complete separation from living / sleeping quarters; laundry

### PEST & ANIMAL CONTROL

- \_\_\_\_\_ 25. Presence of insects / rodents minimized: outer openings protected, animals as allowed

### SPECIALIZED PROCESSING METHODS\*

- \_\_\_\_\_ 26. Variance for smoking for preservation, curing, using additives as preservatives, or using reduced oxygen to package food

**SCORE:** Number of disagreements for **Good Retail Practices (GRPs):** \_\_\_\_\_

**Standard's Initial:** \_\_\_\_\_

# **TFER REFERENCE SHEET**

## **TDH STANDARDIZATION INSPECTION REPORT**

### **FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS**

#### **1. DEMONSTRATION OF KNOWLEDGE**

- 229.163(a) Assignment - responsibility\*
- 229.163(b) Demonstration - knowledge\*
- 229.163(c) Person in charge – duties

#### **2. EMPLOYEE HEALTH**

- 229.163(d) Responsibility of the person in charge to require reporting by food employees and applicants\*
- 229.163(d)(2) Exclusions and restrictions\*
- 229.163(d)(3) Removal of exclusions and restrictions
- 229.163(d)(4) Responsibility of a food employee or an applicant to report to the person in charge\*
- 229.171(p) Reporting by the person in charge\*

#### **3. CONSUMER ADVISORY\***

- 229.164(r) Consumption of shellfish that are raw, undercooked, or not otherwise processed to eliminate pathogens

#### **4. FOOD FROM APPROVED SOURCE**

##### **A. All food from regulated food processing plants/ no home prepared or canned foods\***

- 229.164(b)(1) Compliance with food law\*
- 229.164(b)(2) Food in a hermetically sealed container\*
- 229.164(b)(3) Fluid milk and milk products\*
- 229.164(c)(3) Shell eggs\*
- 229.164(c)(5) Eggs and milk products, pasteurized\*
- 229.166(a)(3) Bottled drinking water\*

##### **B. All shellfish from NSSP listed sources/ no recreationally caught shellfish received or sold\***

- 229.164(b)(4) Fish\*
- 229.164(b)(5) Molluscan shellfish\*
- 229.164(c)(9) Shellstock identification\*

## **FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS**

### **4. FOOD FROM APPROVED SOURCE**

#### **C. Game approved by regulatory authority\***

229.164(b)(6)      Game animals\*

#### **D. Food received at proper temperatures / protected from contamination during transportation and receiving / safe and unadulterated food\***

229.164(c)(1)      Temperature\*

229.164(c)(6)      Package integrity\*

229.164(a)      Safe, unadulterated, and honestly presented\*

#### **E. Shellstock tags retained for 90 days from the date the container is emptied\***

229.164(c)(9)      Shellstock identification\*

229.164(d)(2)      Shellstock, maintaining identification\*

#### **F. Written documentation of parasite destruction maintained for fish products for 90 days**

229.164(l)(1)      Parasite destruction\*

229.164(l)(3)      Records, creation and retention

#### **G. CCP monitoring records maintained in accordance with HACCP plan\***

229.164(o)(2)      Reduced oxygen packaging, criteria\*

### **5. TIME / TEMPERATURE CONTROLS**

#### **5.1 *Inadequate Cook\****

#### **A. Raw eggs broken for immediate service and cooked to 63°(145°F) for 15 seconds, eggs not prepared for immediate service cooked to 68°C (155°F) for 15 seconds**

229.164(k)(1)(A)(i)      Raw animal foods\*

#### **B. Comminuted fish, meats, and game animals cooked 68°C (155°F) for 15 seconds**

229.164(k)(1)(A)(ii)      Raw animal foods\*

#### **C. Pork roasts and beef roasts, including formed roasts, cooked to 54°C (130°F) for 121 minutes or as chart specified and according to oven parameters per chart**

229.164(k)(1)(B)(i)      Raw animal foods\*

229.164(k)(1)(B)(ii)

#### **D. Ratites, pork, and injected meats cooked to 68°C (155°F) for 15 seconds**

229.164(k)(1)(A)(ii)      Raw animal foods\*

## **FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS**

### **5. TIME / TEMPERATURE CONTROLS**

#### **5.1 *Inadequate Cook\****

- E. Poultry; wild game; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry, or ratites cooked to 74°C (165°F) for 15 seconds**  
229.164(k)(1)(A)(iii) Raw animal foods\*
- F. Wild game animals cooked to 74°C (165°F) for 15 seconds**  
229.164(k)(1)(A)(iii) Raw animal foods\*
- G. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces has a cooked color**  
229.164(k)(1)(A)(i) Raw animal foods\*
- H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands covered for 2 minutes after cooking**  
229.164(k)(2) Microwave cooking\*
- I. All other PHF cooked to 63°C (145°F) for 15 seconds**  
229.164(k)(1)(A)(i) Raw animal foods\*

#### **5.2 *Reheating for Hot Holding\****

- A. PHF rapidly reheated to 74°C (165°F) for 15 seconds or preparation for immediate service**  
229.164(m)(2) Preparation for immediate service  
229.164(m)(1) Reheating for hot holding\*
- B. Food reheated to 74°C (165°F) or higher in a microwave**  
229.164(m)(1)(B) Reheating for hot holding\*
- C. Commercially processed RTE food, if reheated, held at 60°C (140°F) or above**  
229.164(m)(1)(C) Reheating for hot holding\*
- D. Remaining unsliced portions of beef roasts reheated for hot holding using minimum oven parameters**  
229.164(m)(1)(E) Reheating for hot holding\*

#### **5.3 *Cooling\****

- A. Cooked PHF cooled from 60°C (140°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 7°C / 5°C (45°F / 41°F) or below within 4 hours**  
229.164(n)(4)(A) Cooling\*

## **FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS**

### **5. TIME / TEMPERATURE CONTROLS**

#### **5.3 *Cooling\****

- B. PHF (from ambient temperature ingredients) cooled to 7°C / 5°C (45°F / 41°F) or below within 4 hours**  
229.164(n)(4)(B) Cooling\*
- C. Foods received at a temperature according to law cooled to 7°C / 5°C (45°F / 41°F) within 4 hours**  
229.164(n)(4)(C) Cooling\*

#### **5.4 *PHF Cold & Hot Holding\****

- A. PHF maintained at 7°C / 5°C (45°F / 41°F) or below, except during preparation, cooking, cooling or when time is used as a public health control**  
229.164(n)(6)(B) PHF, hot and cold holding\*
- B. PHF maintained at 60°C (140°F) or above, except during preparation, cooking, or cooling or when time is used as a public health control**  
229.164(n)(6)(A) PHF, hot and cold holding\*
- C. Roasts held at a temperature of 54°C (130°F) or above**  
229.164(k)(1)(B) PHF, hot and cold holding\*  
229.164(k)(1)(B)(i)

#### **5.5 *Date Marking & Discarding\****

- A. Date marking for RTE, PHF prepared on site and opened commercial container held for more than 24 hours**  
229.164(n)(7) RTE, PHF, date marking\*
- B. RTE, PHF opened commercial container held at  $\leq 5^{\circ}\text{C}$  ( $\leq 41^{\circ}\text{F}$ ) for  $\leq 7$  days or  $> 5^{\circ}\text{C}$  -  $7^{\circ}\text{C}$  ( $41^{\circ}\text{F}$  -  $45^{\circ}\text{F}$ ) for  $\leq 4$  days or discard**  
229.164(n)(8)(A) RTE, PHF, disposition\*
- C. If RTE, PHF prepared on site / opened commercial container is frozen, then:  
1) consume within 24 hours of thawing, or 2) indicate time before freezing on label**  
229.164(n)(8)(B) RTE, PHF, date marking\*
- D. If frozen RTE, PHF prepared on-site / frozen opened commercial container is thawed, hold at  $\leq 5^{\circ}\text{C}$  ( $41^{\circ}\text{F}$ ) for  $\leq 7$  days minus time from preparation / opening or  $> 5^{\circ}\text{C}$  -  $7^{\circ}\text{C}$  ( $41^{\circ}\text{F}$  -  $45^{\circ}\text{F}$ ) for  $\leq 4$  days minus time from preparation/opening and discard**  
229.164(n)(8)(B) RTE, PHF, date marking\*  
229.164(n)(9) RTE, PHF, disposition\*

## **FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS**

### **5. TIME / TEMPERATURE CONTROLS**

#### **5.6 Time\***

##### **Time as a Public Health Control\***

229.164(n)(10) Time as a public health control\*

### **6. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS\***

#### **A. Prepackaged juice/beverage containing juice with a warning label (21 CFR, Section 101.17(g)) not served**

229.164(u)(1) Pasteurized foods, prohibited reservice, and prohibited food\*

#### **B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls *Salmonella* Enteritidis**

229.164(u)(2) Pasteurized foods, prohibited reservice, and prohibited food\*

#### **C. Raw or partially cooked animal food and raw seed sprouts not served**

229.164(u)(4) Pasteurized foods, prohibited reservice, and prohibited food\*

#### **D. Unopened food package not re-served**

229.164(u)(3) Pasteurized foods, prohibited reservice, and prohibited food\*

### **7. PROTECTION FROM CONTAMINATION\***

#### **A. Separating raw animal foods from RTE food and separating raw animal foods from cooked RTE food**

229.164(f)(2) Packaged & unpackaged food - separation, packaging, & segregation\*

#### **B. Raw animal foods separated from each other during storage, preparation, holding, and display**

229.164(f)(2) Packaged & unpackaged food - separation, packaging, & segregation\*

#### **C. Food protected from environmental contamination**

229.164(f) Packaged & unpackaged food - separation, packaging, & segregation\*

229.164(h) Food contact with equipment and utensils\*

229.164(i)(1-4)

#### **D. After being served or sold to a consumer, food is not re-served**

229.164(j)(4) Returned food and reservice of food\*

#### **E. Discarding or reconditioning unsafe, adulterated or contaminated food\***

229.164(s) Discarding or reconditioning unsafe, adulterated or contaminated food\*

## **FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS**

### **8. FOOD-CONTACT SURFACES**

229.165(k)(11)	Manual warewashing equipment, hot water sanitization temperatures*
229.165(k)(12)	Mechanical warewashing equipment, hot water sanitization temperatures*
229.165(k)(13)	Mechanical warewashing equipment, sanitization pressure
229.165(k)(14)	Manual and mechanical warewashing equipment, chemical sanitization - temperature, pH, concentration, and hardness*
229.165(k)(15)	Manual warewashing equipment, chemical sanitization using detergent - sanitizers
229.165(m)	Equipment food-contact surfaces*, nonfood-contact surfaces, and utensils*
229.165(n)	Equipment food-contact surfaces and utensils*
229.165(n)(2)	Cooking and baking equipment
229.165(p)	Sanitization of equipment and utensils - food-contact surfaces and utensils*
229.165(q)	Sanitization of equipment and utensils - before use after cleaning - frequency*
229.165(r)	Hot water and chemical*

### **9. PROPER, ADEQUATE HANDWASHING**

229.163(e)(1)	Clean condition - hands and arms*
229.163(e)(2)	Cleaning procedure*
229.163(e)(4)	When to wash*
229.163(e)(5)	Where to wash*
229.163(e)(6)	Hand sanitizers

### **10. GOOD HYGIENIC PRACTICES\***

229.163(i)(1)	Eating, drinking, or using tobacco*
229.163(i)(2)	Discharges from the eyes, nose and mouth*
229.164(e)(2)	Preventing contamination when tasting*

### **11. PREVENTION OF CONTAMINATION FROM HANDS\***

229.164(e)(1)	Preventing contamination from hands*
---------------	--------------------------------------

### **12. HANDWASH FACILITIES**

#### **A. Handwash facilities conveniently located and accessible for employees\***

229.166(g)(1)	Handwashing facilities - numbers and capacities*
229.166(h)(1)	Handwashing facilities - location and placement*
229.166(i)	Using a handwashing facility - operation and maintenance
229.166(g)(1)	Minimum number*
229.167(p)(8)	Maintaining and using handwashing facilities



## **FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS**

### **12. HANDWASH FACILITIES**

#### **B. Handwash facilities supplied with hand cleanser / sanitary towels / hand drying devices**

- 229.167(e)(2) Hand washing cleanser, availability\*
- 229.167(e)(3) Hand drying provision\*
- 229.167(e)(4) Handwashing aids and devices, use restrictions

### **13. CHEMICAL**

#### **A. No unapproved food or color additives. Sulfites are not applied to fresh fruits and vegetables intended for raw consumption\***

- 229.164(c)(2) Additives\*
- 229.164(f)(5) Protection from unapproved additives\*

#### **B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies\*, and other personal care items properly identified, stored and used**

- 229.168(i)(2) Refrigerated medicines, storage\*
- 229.168(j) Storage - first aid supplies\*
- 229.168(k) Storage - other personal care items

##### ***Stock and retail sale of poisonous or toxic material***

- 229.168(a) Identifying information, prominence - original containers\*
- 229.168(b) Common name - working containers\*

##### ***Operational Supplies and Applications***

- 229.168(c) Separation - storage\*
- 229.168(d) Restriction - presence and use\*
- 229.168(d)(2) Conditions of use\*
- 229.168(e) Poisonous or toxic material containers - prohibitions\*
- 229.168(f)(1) Sanitizers, criteria - chemicals\*
- 229.168(f)(2) Chemicals for washing fruits and vegetables, criteria\*
- 229.168(f)(3) Boiler water additives, criteria\*
- 229.168(f)(4) Drying agents, criteria\*
- 229.168(g) Incidental food contact, criteria - lubricants\*
- 229.168(h)(1) Restricted use pesticides, criteria\*
- 229.168(h)(2) Rodent bait stations\*
- 229.168(h)(3) Tracking powders, pest control and monitoring\*
- 229.168(i)(1) Restriction and storage - medicines\*

#### **C. Poisonous or toxic materials held for retail sale properly stored\***

- 229.168(l) Separation - storage and display (Separation is to be by spacing or partitioning)\*

## **FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS**

### **14. CONFORMANCE WITH APPROVED PROCEDURES\***

229.171(c)(3) Conformance with approved procedures\*

# **TFER REFERENCE SHEET**

## **TDH STANDARDIZATION INSPECTION REPORT**

### **GOOD RETAIL PRACTICES**

#### **PERSONNEL**

##### **1. PERSONNEL CLEANLINESS (FINGERNAILS, JEWELRY, OUTER CLOTHING)**

229.163(f)	Maintenance - fingernails
229.163(g)	Prohibition – jewelry
229.163(h)	Clean condition - outer clothing
229.163(j)	Effectiveness - hair restraints

#### **FOOD & FOOD PROTECTION**

##### **2. FOOD SOURCE\*, ORIGINAL CONTAINER, PROPERLY LABELED, CONDITION, USED\*, HONESTLY PRESENTED\*, SEGREGATED DISTRESSED PRODUCTS**

229.164(c)(7)	Ice*
229.164(c)(8)	Shucked shellfish, packaging and identification
229.164(c)(10)	Shellstock, condition
229.164(d)(1)	Molluscan shellfish, original container
229.164(f)(3)	Food storage containers, identified with common name of food
229.164(f)(4)	Pasteurized eggs, substitute for raw shell eggs for certain recipes*
229.164(i)(3)	Vended potentially hazardous food, original container
229.164(n)(1)	Frozen food
229.164(p)(1)	Standards of identity
229.164(p)(2)	Honestly presented
229.164(q)(1)	Food labels*
229.164(q)(2)	Other forms of information*
229.167(n)	Segregation and location - distressed merchandise

##### **3. PLANT FOOD COOKING FOR HOT HOLDING**

229.164(k)(3)	Plant food cooking for hot holding
---------------	------------------------------------

##### **4. PROTECTION FROM CONTAMINATION**

229.164(f)(6)	Washing fruits and vegetables
229.164(g)(1)	Ice used as exterior coolant, prohibited as ingredient*

## **GOOD RETAIL PRACTICES**

### **FOOD & FOOD PROTECTION**

229.164(i)(1)	Food storage
229.164(i)(2)	Food storage, prohibited areas
229.164(i)(4)	Food preparation
229.164(j)(1)	Food display
229.164(j)(2)	Condiments, protection
229.164(j)(3)	Consumer self-service operations*
229.164(j)(5)	Miscellaneous sources of contamination

#### **5. FACILITIES / METHODS TO CONTROL PRODUCT TEMPERATURE**

229.164(n)(5)	Cooling methods
229.165(g)(1)	Cooling, heating, and holding capacities - equipment

#### **6. PHF PROPERLY THAWED**

229.164(n)(2)	Potentially hazardous food, slacking
229.164(n)(3)	Thawing

#### **7. DISPENSING OF FOOD / UTENSILS PROPERLY STORED**

229.164(h)(2)	In-use utensils, between-use storage
229.165(f)(3)	Dispensing equipment, protection of equipment and food
229.165(f)(4)	Vending machine, vending stage closure

### **FOOD EQUIPMENT**

#### **8 THERMOMETERS PROVIDED AND CONSPICUOUS\***

229.165(e)(1)	Temperature measuring devices, food - accuracy
229.165(e)(2)	Temperature measuring devices, ambient air and water - accuracy
229.165(f)(12)	Temperature measuring devices - functionality
229.165(h)(2)	Food temperature measuring devices - numbers

## **GOOD RETAIL PRACTICES**

### **FOOD EQUIPMENT**

#### **9. FOOD- AND NONFOOD-CONTACT SURFACES: DESIGNED / CONSTRUCTED\*, MAINTAINED, INSTALLED, LOCATED, OPERATED, CLEANABLE\***

229.164(h)(6)	Using clean tableware for second portions and refills
229.164(h)(7)	Refilling returnables
229.165(a)(1)	Characteristics*
229.165(a)(2)	Cast iron, use limitation
229.165(a)(3)	Lead in ceramic, china, and crystal utensils, use limitation
229.165(a)(4)	Copper, use limitation*
229.165(a)(5)	Galvanized metal, use limitation*
229.165(a)(7)	Lead in pewter alloys, use limitation
229.165(a)(8)	Lead in solder and flux, use limitation
229.165(a)(9)	Wood, use limitation
229.165(a)(10)	Nonstick coatings, use limitation
229.165(a)(11)	Nonfood-contact surfaces
229.165(b)	Characteristics – single-service / single-use*
229.165(c)(1)	Equipment and utensils - durability and strength
229.165(c)(2)	Food temperature measuring devices - durability and strength*
229.165(d)(1)	Food-contact surfaces - cleanability*
229.165(d)(2)	CIP equipment - cleanability
229.165(d)(3)	?V? threads, use limitation
229.165(d)(4)	Hot oil filtering equipment
229.165(d)(5)	Can openers
229.165(d)(6)	Nonfood-contact surfaces
229.165(d)(7)	Kick plates, removable
229.165(f)(2)	Equipment openings, closures and deflectors - functionality
229.165(f)(5)	Bearings and gear boxes, leakproof
229.165(f)(6)	Beverage tubing, separation
229.165(f)(7)	Ice units, separation of drains
229.165(f)(8)	Condenser unit, separation
229.165(f)(9)	Can openers on vending machines
229.165(f)(10) (B)	Molluscan shellfish tanks*
229.165(f)(11)	Vending machines, automatic shutoff*
229.165(f)(21)	Vending machines, liquid waste products
229.165(f)(22)	Case lot handling equipment, moveability
229.165(f)(23)	Vending machine doors and openings
229.165(f)(24)	Food equipment, certification and classification
229.165(h)(1)	Utensils, consumer self-service
229.165(i)(1)	Equipment, clothes washers and dryers, and storage cabinets, contamination prevention
229.165(j)(1)	Fixed equipment, spacing or sealing - installation
229.165(j)(2)	Fixed equipment, elevation or sealing - installation
229.165(k)(1)	Good repair and proper adjustment - equipment
229.165(k)(2)	Cutting surfaces
229.165(k)(3)	Microwave ovens

## **GOOD RETAIL PRACTICES**

### **FOOD EQUIPMENT**

229.165(l)(1)	Good repair and calibration - utensils, temperature/pressure devices
229.165(m)(1)	Equipment, food-contact surfaces, nonfood-contact surfaces, and utensils
229.165(n)(3)	Nonfood-contact surfaces
229.165(o)(1)	Dry cleaning - methods
229.165(o)(7)	Returnables, cleaning for refilling*
229.165(w)(1)	Food-contact surfaces - lubricating and reassembling
229.165(w)(2)	Equipment - lubricating and reassembling

#### **10. WAREWASHING FACILITY; DESIGNED, CONSTRUCTED, INSTALLED, LOCATED, OPERATED, CLEANABLE, USED**

229.165(e)(3)	Pressure measuring devices, mechanical warewashing equipment
229.165(f)(13)	Warewashing machine, data plate operation specifications
229.165(f)(14)	Warewashing machines, internal baffles
229.165(f)(15)	Warewashing machines, temperature measuring devices
229.165(f)(16)	Manual warewashing equipment, heaters and baskets
229.165(f)(17)	Warewashing machines, sanitizer level indicator
229.165(f)(18)	Warewashing machines, flow pressure device
229.165(f)(19)	Warewashing sinks and drainboards, self-draining
229.165(f)(20)	Equipment compartments, drainage
229.165(g)(2)	Manual warewashing, sink compartment requirements
229.165(g)(3)	Drainboards
229.165(h)(3)	Temperature measuring devices, manual warewashing
229.165(h)(4)	Sanitizing solutions, testing devices
229.165(k)(4)	Warewashing equipment, cleaning frequency
229.165(k)(5)	Warewashing machines, manufacturers' operation instructions
229.165(k)(6)	Warewashing sinks, use limitation
229.165(k)(7)	Warewashing equipment, cleaning agents
229.165(k)(8)	Warewashing equipment, clean solutions
229.165(k)(9)	Manual warewashing equipment, wash solution temperature
229.165(k)(10)	Mechanical warewashing equipment, wash solution temperature
229.165(k)(16)	Warewashing equipment, determining chemical sanitizer concentration
229.165(o)(2)	Precleaning
229.165(o)(3)	Loading of soiled items, warewashing machines
229.165(o)(4)	Wet cleaning
229.165(o)(5)	Washing, procedures for alternative manual warewashing equipment
229.165(o)(6)	Rinsing procedures

## **GOOD RETAIL PRACTICES**

### **FOOD EQUIPMENT**

#### **11. WIPING CLOTHS, LINENS, NAPKINS, GLOVES, SPONGES: PROPERLY USED, STORED**

229.164(h)(4)	Linens and napkins, use limitation
229.164(h)(3)	Wiping cloths, use limitations - used for one purpose
229.164(h)(5)	Gloves, use limitations
229.165(a)(6)	Sponges, use limitation
229.165(s)	Clean linens
229.165(t)	Specifications - frequency of laundering
229.165(u)(1)	Storage of soiled linens - methods
229.165(u)(2)	Mechanical washing
229.165(v)(2)	Wiping cloths, air-drying locations
229.165(x)(1)	Equipment, utensils, linens, and single-service, single-use articles - storing
229.165(x)(2)	Prohibitions - storing

#### **12. STORAGE, HANDLING OF CLEAN EQUIPMENT, UTENSILS**

229.165(v)(1)	Equipment and utensils, air-drying required
229.165(x)(1)	Equipment, utensils, linens, and single-service, single-use articles - storing
229.165(x)(2)	Prohibitions - storing
229.165(y)(1)	Kitchenware and tableware - handling
229.165(y)(2)	Soiled and clean tableware - handling
229.165(y)(3)	Preset tableware - handling

#### **13. SINGLE-SERVICE / SINGLE-USE ARTICLES: STORAGE, DISPENSING, USE, NO REUSE**

229.165(l)(2)	Single-service and single-use articles, required use*
229.165(l)(3)	Single-service and single-use articles, use limitation
229.165(l)(4)	Shells, use limitation
229.165(x)(1)	Equipment, utensils, linens, and single-service, single-use articles
229.165(x)(2)	Prohibitions
229.165(y)(1)	Kitchenware and tableware

### **WATER**

#### **14 SAFE WATER SOURCE\*, HOT & COLD UNDER PRESSURE, 4. ADEQUATE QUANTITY\***

229.166(a)(1)	Approved system*
229.166(b)	Standards - quality*

## **GOOD RETAIL PRACTICES**

### **WATER**

#### **14. SAFE WATER SOURCE\*, HOT & COLD UNDER PRESSURE, ADEQUATE QUANTITY\***

- 229.166(b)(2) Nondrinking water\*
- 229.166(b)(3) Sampling
- 229.166(b)(4) Sample report
- 229.166(c) Capacity - quantity & availability \*
- 229.166(c)(2) Pressure
- 229.166(d)(1) System
- 229.166(d)(2) Alternative water supply

### **PLUMBING**

#### **15. INSTALLED, MAINTAINED\***

- 229.166(a)(2) System flushing and disinfection\*
- 229.166(e) Approved - materials\*
- 229.166(f)(1) Approved system and cleanable fixtures\*
- 229.166(f)(2) Handwashing facility, installation - water temperature, and flow
- 229.166(f)(5) Conditioning device, design
- 229.166(g)(3) Service sink
- 229.166(h)(3) Conditioning device, location
- 229.166(i)(3) Scheduling inspection and service for a water system device
- 229.166(i)(4) Water reservoir of fogging devices, cleaning\*
- 229.166(i)(5) System maintained in good repair\*
- 229.169(a)(5)(A) Approved - materials for mobile water tank
- 229.169(a)(5)(C) Enclosed system, sloped to drain
- 229.169(a)(5)(D) Inspection and cleaning port, protected and secured
- 229.169(a)(5)(E) ?V? type threads, use limitation
- 229.169(a)(5)(F) Tank vent, protected
- 229.169(a)(5)(G) Inlet and outlet, sloped to drain
- 229.169(a)(5)(H) Hose, construction and identification
- 229.169(a)(5)(I) Filter, compressed air
- 229.169(a)(5)(J) Protective cover or device
- 229.169(a)(5)(K) Mobile food establishment tank inlet
- 229.169(a)(5)(L) System flushing and disinfection\*
- 229.169(a)(5)(M) Using a pump and hoses, backflow prevention
- 229.169(a)(5)(N) Protecting inlet, outlet, and hose fitting.
- 229.169(a)(5)(O) Tank, pump, and hoses, dedication



## **GOOD RETAIL PRACTICES**

### **PLUMBING**

#### **16. CROSS CONNECTION\*, BACK SIPHONAGE, BACKFLOW PREVENTION\***

229.166(f)(3)	Backflow prevention, air gap*
229.166(f)(4)	Backflow prevention device, design standard
229.166(g)(4)	Backflow prevention device, when required*
229.166(h)(2)	Backflow prevention device, location
229.166(i)(2)(A)	Prohibiting a cross connection*

### **TOILET FACILITIES**

#### **17. NUMBER, CONVENIENT, ACCESSIBLE, DESIGNED, INSTALLED**

229.166(g)(2)	Toilets and urinals*
229.167(f)(1)	Minimum number - toilets and urinals
229.167(l)	Convenience and accessibility

#### **18. TOILET ROOMS ENCLOSED, SELF-CLOSING DOORS; FIXTURES, GOOD REPAIR, CLEAN, PROPER WASTE RECEPTACLES**

229.166(l)(8)	Toilet room receptacle, covered
229.167(d)(4)	Toilet rooms, enclosed
229.166(l)(7)	Disposable towels, waste receptacle
229.167(f)(2)	Toilet tissue, availability*
229.167(p)(9)	Closing toilet room doors

### **SEWAGE**

#### **19. SEWAGE AND WASTE WATER DISPOSAL\***

229.169(a)(6)(B)	Capacity and drainage
229.166(j)(1)	Establishment drainage system
229.166(j)(2)(A)	Backflow prevention*
229.166(j)(3)	Grease trap
229.166(j)(4)	Conveying sewage*
229.169(a)(6)(F)	Removing mobile food establishment wastes
229.169(a)(6)(E)	Flushing a waste retention tank
229.166(k)(1)	Approved sewage disposal system*
229.166(k)(2)	Other liquid wastes and rainwater

## **GOOD RETAIL PRACTICES**

### **GARBAGE & REFUSE DISPOSAL**

#### **20. CONTAINERS OR RECEPTACLES: COVERED, ADEQUATE NUMBER, INSECT/ RODENT PROOF, FREQUENCY OF REMOVAL, CLEAN. AREA PROPERLY CONSTRUCTED, NECESSARY IMPLEMENTS, SUPPLIES**

229.166(l)(1)	Indoor storage area
229.166(l)(2)	Outdoor storage surface
229.166(l)(3)	Outdoor enclosure
229.166(l)(4)	Receptacles
229.166(l)(5)	Receptacles in vending machines
229.166(l)(6)	Outside receptacles
229.166(l)(7)	Storage areas, rooms, and receptacles, capacity and availability
229.166(l)(9)	Cleaning implements and supplies
229.166(l)(10)	Storage areas, redeeming machines, receptacles and waste handling units, location
229.166(l)(11)	Storing refuse, recyclables, and returnables
229.166(l)(12)	Areas, enclosures, and receptacles, good repair
229.166(l)(13)	Outside storage prohibitions
229.166(l)(14)	Covering receptacles
229.166(l)(15)	Using drain plugs
229.166(l)(16)	Maintaining refuse areas and enclosures
229.166(l)(17)	Cleaning receptacles
229.166(m)(1)	Frequency - removal
229.166(m)(2)	Receptacles or vehicles
229.166(n)	Community or individual facility
229.167(d)(9)	Outdoor refuse areas, curbed and graded to drain
229.167(o)	Receptacles, waste handling units, and designated storage areas

### **PHYSICAL FACILITY**

#### **21. FLOORS, WALLS, CEILINGS: DESIGNED, CONSTRUCTED, MAINTAINED, CLEAN**

229.167(a)	Surface characteristics - indoor areas
229.167(b)	Surface characteristics - outdoor areas
229.167(c)(1)	Floors, walls, ceilings - cleanability
229.167(c)(2)	Floors, walls, and ceilings, utility lines
229.167(c)(3)	Floor and wall junctures, covered, and enclosed or sealed
229.167(c)(4)	Floor carpeting, restrictions and installation
229.167(c)(5)	Floor covering, mats and duckboards
229.167(c)(6)	Wall and ceiling coverings and coatings
229.167(c)(7)	Walls and ceiling, attachments
229.167(c)(8)	Walls and ceilings, studs, joists, and rafters

## **GOOD RETAIL PRACTICES**

### **PHYSICAL FACILITY**

#### **21. FLOORS, WALLS, CEILINGS: DESIGNED, CONSTRUCTED, MAINTAINED, CLEAN**

- 229.167(p)(1) Repairing
- 229.167(p)(2) Cleaning, frequency and restrictions
- 229.167(p)(3) Cleaning floors, dustless methods
- 229.167(p)(7) Absorbent materials on floors, use limitations

#### **22. LIGHTING, VENTILATION, DRESSING ROOMS / DESIGNATED AREAS MAINTAINED**

- 229.165(d)(8) Ventilation hood systems, filters
- 229.165(f)(1) Ventilation hood systems, drip prevention
- 229.165(g)(4) Ventilation hood systems, adequacy
- 229.167(d)(1)(A) Light bulbs, protective shielding
- 229.167(d)(2) Heating, ventilation, air conditions system vents
- 229.167(g) Intensity – lighting
- 229.167(h) Mechanical - ventilation
- 229.167(i) Designation - dressing areas and lockers
- 229.167(m) Designated areas - employee accommodations
- 229.167(p)(4) Cleaning ventilation systems, nuisance and discharge prohibition
- 229.167(p)(10) Using dressing rooms and lockers

#### **23. PREMISES MAINTAINED FREE OF LITTER, UNNECESSARY ARTICLES, CLEANING AND MAINTENANCE EQUIPMENT PROPERLY STORED**

- 229.167(c)(1) Floors, walls, and ceilings - cleanability
- 229.167(d)(8) Outdoor walking and driving surfaces, graded to drain
- 229.167(j) Availability - service sinks
- 229.167(p)(5) Cleaning maintenance tools, preventing contamination\*
- 229.167(p)(6) Drying mops
- 229.167(p)(13) Storing maintenance tools
- 229.167(p)(14) Maintaining premises, unnecessary items and litter

#### **24. COMPLETE SEPARATION FROM LIVING / SLEEPING QUARTERS; LAUNDRY**

- 229.165(g)(5) Clothes washers and dryers
- 229.165(i) Equipment, clothes washers and dryers, and storage cabinets, contamination prevention

## **GOOD RETAIL PRACTICES**

### **PHYSICAL FACILITY**

#### **24. COMPLETE SEPARATION FROM LIVING / SLEEPING QUARTERS; LAUNDRY**

229.167(d)(11) Living or sleeping quarters, separation

### **PEST & ANIMAL CONTROL**

#### **25. PRESENCE OF INSECTS / RODENTS MINIMIZED: OUTER OPENINGS PROTECTED, ANIMALS AS ALLOWED**

229.163(k)(1) Handling prohibition - animals\*  
229.167(d)(3) Insect control devices, design and installation  
229.167(d)(5) Outer openings, protected  
229.167(d)(6) Exterior walls and roofs, protective barrier  
229.167(p)(11) Controlling pests\*  
229.167(p)(12) Removing dead or trapped birds, insects, rodents, and other pests  
229.167(p)(15) Prohibiting animals\*

### **SPECIALIZED PROCESSING METHODS**

#### **26. VARIANCE FOR SMOKING FOR PRESERVATION, CURING, USING ADDITIVES AS PRESERVATIVES, OR USING REDUCED OXYGEN TO PACKAGE FOOD**

229.164(o)(1) Variance requirement\*

# REPORT MARKING INSTRUCTIONS

## TDH STANDARDIZATION REPORT

### FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

---

For each item, indicate one of the following for **OBSERVATIONAL STATUS**: IN - Item found in compliance; OUT - Item found out of compliance; N.O. - Not observed; N.A. - Not applicable

\*Indicates critical items

### FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

#### STATUS

#### 1. DEMONSTRATION OF KNOWLEDGE\*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. The person in charge has three options for demonstrating knowledge. Inability to meet one of those options constitutes OUT of compliance.

The certified test must be part of an accredited program. As of March, 1999, credentials indicating passage of a test do not solely satisfy demonstration of knowledge under the Food Code. Such credentials are indications that management is taking initiative to gain and confirm food safety knowledge, should be acknowledged in that light, and combined with one of the other two methods of demonstration cited in the Code can be used to establish compliance with § 2-102.11.

N.A.

**Do Not Mark** This Item N.A.

N.O.

**Do Not Mark** This Item N.O.

#### 2. EMPLOYEE HEALTH

##### A. Management awareness and policy re:handling employee health situations\*

IN/ OUT

This item may be marked IN or OUT of compliance on either management awareness or policy. There must be a management policy, not necessarily written, that directs the handling of employee health situations in a way that is equivalent to **§229.163** of the Texas Food Establishment Rules. Refer also to #2 (B). If OUT of compliance, make appropriate notes on reason(s) for noncompliance.

N.A.

**Do Not Mark** This Item N.A.

N.O.

**Do Not Mark** This Item N.O.

##### B. Visible or known symptoms / or known diagnoses dealt with according to the Texas Food Establishment Rules.\*

IN/ OUT

This item may be marked IN or OUT of compliance on the failure to appropriately restrict or exclude based on the evidence presented by symptoms or known diagnoses.

To evaluate compliance, or determine if there is management awareness of how to recognize potential problems and deal with various situations, combine the following observations:

- (1) The dialogue under # 2 (A) of this section with the person in charge; and
- (2) Your observations of the food workers for symptoms.

If OUT of compliance make notes as to why it is marked OUT of compliance.

N.A.

**Do Not Mark** This Item N.A.

N.O.

**Do Not Mark** This Item N.O.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 3. CONSUMER ADVISORY\*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. in a food establishment that does not deliver shellfish for raw consumption to the consumer.
N.O.	<b>Do Not Mark</b> This Item N.O.

### 4. FOOD FROM APPROVED SOURCE

#### A. All food from regulated food processing plants / no home prepared or canned foods\*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	<b>Do Not Mark</b> This Item N.A.
N.O.	<b>Do Not Mark</b> This Item N.O.

#### B. All shellfish from NSSP listed sources / no recreationally caught shellfish received or sold\*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if shellstock are not used in the establishment.
N.O.	<b>Do Not Mark</b> This Item N.O.

#### C. Game approved by regulatory authority\*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may not be marked N.A. if no game are offered at the establishment.
N.O.	<b>DO NOT MARK</b> This Item N.O.

#### D Food received at proper temperatures / protected from contamination during transportation and receiving / safe and unadulterated food\*

IN/ OUT	<p>This item may be marked IN or OUT of compliance on any one of the listed items.</p> <p>If the food is safe and unadulterated, but you are not able to check any temperatures of food during receiving or are not able to determine the condition of foods transported, mark the item IN compliance with an explanation on the lines below as to what the IN represents.</p> <p>If one or all of the listed items are OUT of compliance, make appropriate notes as to why the item is marked out of compliance.</p>
N.A.	<b>Do Not Mark</b> This Item N.A.
N.O.	<b>Do Not Mark</b> This Item N.O.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 4. FOOD FROM APPROVED SOURCE

#### E. Shellstock tags retained for 90 days from the date the container is emptied\*

IN/ OUT

This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. if shellstock are not used in the establishment.

N.O.

**Do Not Mark** This Item N.O.

#### F. Written documentation of parasite destruction maintained for fish products for 90 days

IN/ OUT

This item may be marked IN or OUT of compliance with notes made concerning the reason if it is marked OUT of compliance

N.A.

This item may be marked N.A. if raw, raw-marinated, or partially cooked fish (excluding tuna species listed in the Code) are not used in the establishment.

N.O.

**Do Not Mark** This Item N.O.

#### G. CCP monitoring records maintained in accordance with HACCP plan\*

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. if these types of records are not required for the operation of the establishment.

N.O.

**Do Not Mark** This Item N.O.

### 5. TIME / TEMPERATURE CONTROLS

***NOTE:** Cooking temperatures must be taken to make a determination of compliance or noncompliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or noncompliance. If one food item is found out of temperature the item must be marked as OUT of compliance.*

#### 5.1 Inadequate Cook\*

#### A. Raw eggs broken for immediate service cooked to 63°C (145°F) for 15 seconds, eggs not prepared for immediate service cooked to 68°C (155°F) for 15 seconds

IN/ OUT

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

This item may be marked N.A. if eggs are not used in the establishment (this will likely be a rare occurrence since eggs, if not cooked for immediate service are used in other recipes)

N.O.

This item may be marked N.O. if eggs are used in the establishment, but you are unable to determine the cooking temperature.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 5. TIME / TEMPERATURE CONTROLS

#### 5.1 *Inadequate Cook\**

<b>IN/ OUT</b>	<b>B. Comminuted fish, meat, game animals cooked to 68°C (155°F) for 15 seconds</b> This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
<b>N.A.</b>	This item may be marked N.A. if comminuted meats are <u>not</u> used in the establishment.
<b>N.O.</b>	This item may be marked N.O. if one or more types of meat are used, but you are unable to determine the cooking temperature for any of them.
<b>IN/ OUT</b>	<b>C. Pork roasts and beef roasts, including formed roasts, are cooked to 54°C (130°F) for 121 minutes or as chart specified and according to oven parameters per chart</b> This item may be marked IN or OUT of compliance for one or all of the types of meat, with notes made concerning the reason it is marked OUT of compliance.
<b>N.A.</b>	This item may be marked N.A. if roasts or formed roasts are <u>not</u> used in the establishment.
<b>N.O.</b>	This item may be marked N.O. if one or more of these meat items are used, but you are unable to determine the cooking temperature for any of them.
<b>IN/ OUT</b>	<b>D. Ratites, pork, and injected meats cooked to 68°C (155°F) for 15 seconds</b> This item may be marked IN or OUT of compliance for one or all of the foods listed, with notes made concerning the reason it is marked OUT of compliance.
<b>N.A.</b>	This item may be marked N.A. if <u>NONE</u> of the listed foods are cooked in the establishment.
<b>N.O.</b>	This item may be marked N.O. if one or more of the listed foods are cooked in the establishment, but you are unable to determine the cooking temperature for any of them.
<b>IN/ OUT</b>	<b>E. Poultry; wild game; stuffed fish/meat/pasta/poultry/ratites; or stuffing containing fish, meat, poultry or ratites cooked to 74°C (165°F) for 15 seconds</b> This item may be marked IN or OUT of compliance for one or all of the types of poultry/meat/ratites or stuffed items, with notes made concerning the reason it is OUT of compliance.
<b>N.A.</b>	This item may be marked N.A. if poultry / meat / ratites or stuffed items are <u>not</u> used in the establishment.
<b>N.O.</b>	This item may be marked N.O. if one or more items are used, but you are unable to determine the cooking temperature for any of them.
<b>IN/ OUT</b>	<b>F. Wild game animals cooked to 74°C (165°F) for 15 seconds</b> This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.



## FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

### STATUS

#### 5. TIME / TEMPERATURE CONTROLS

##### 5.1 *Inadequate Cook\**

**N.A.** This item may be marked N.A. if wild game animals are not used in the establishment.

**N.O.** This item may be marked N.O. if wild game animals are used, but you are unable to determine the cooking temperature for any of them.

**IN/ OUT** **G. Whole-muscle, intact beef steaks cooked to surface temperature of 63°C (145°F) on top and bottom. Meat surfaces are a cooked color**  
This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** This item may be marked N.A. if whole-muscle, intact beef steaks are not cooked in the establishment and undercooked steaks are not offered.

**N.O.** This item may be marked N.O. if whole-muscle, intact beef steaks are used in the establishment, but you are unable to determine the cooking temperature.

**IN/ OUT** **H. Raw animal foods rotated, stirred, covered, and heated to 74°C (165°F) in microwave. Food stands covered for 2 minutes after cooking**  
This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** This item may be marked N.A. if raw animal foods are not cooked in a microwave.

**N.O.** This item may be marked N.O. if raw animal foods are cooked in a microwave but you are unable to determine the cooking temperatures for any of them

**IN/ OUT** **I. All other PHF cooked to 63°C (145°F) for 15 seconds**  
This item may be marked IN or OUT of compliance, with notes made concerning the reason if it is marked OUT of compliance.

**N.A.** This item may be marked N.A. if other PHF foods not listed above are not cooked in the establishment.

**N.O.** This item may be marked N.O. if you are unable to determine the cooking temperature of any food, but it should be a rare occurrence. The inspection should be arranged at an optimum time for measuring at least one cooked item.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 5. TIME / TEMPERATURE CONTROLS

#### 5.2 *Reheating\**

IN/ OUT	<b>A. PHF are rapidly reheated to 74°C (165°F) for 15 seconds</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if foods are <u>not</u> held over for a second service. Explanatory notes should be made if this item is marked N.A.
N.O.	This item may be marked N.O. if foods are held over for a second service, but you are unable to check the reheating procedure. Do not depend on discussions with management or cooks to make a determination on this item.
IN/ OUT	<b>B. Food reheated to 74°C (165°F) or higher in a microwave</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if foods are <u>not</u> reheated in a microwave in the establishment.
N.O.	This item may be marked N.O. if foods are reheated in a microwave but you were unable to make a determination of compliance.
IN/ OUT	<b>C. Commercially processed RTE, if reheated, held at 60°C (140°F) or above</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if commercially processed ready-to-eat foods are not reheated in the establishment.
N.O.	This item may be marked N.O. if commercially processed ready-to-eat foods are reheated in the establishment, but you were unable to determine the cooking temperature.
IN/ OUT	<b>D. Remaining unsliced portions of beef roasts are reheated for hot holding using minimum oven parameters</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if remaining unsliced portions of beef roasts are <u>not</u> used or reheated in the establishment.
N.O.	This item may be marked N.O. if remaining unsliced portions of beef roasts are reheated in the establishment, but you were unable to determine the cooking temperature.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 5. TIME / TEMPERATURE CONTROLS

#### 5.3 Cooling\*

***Note:** Please note that the following items address 5° C (41°F) as well as 7° C (45°F). If you have a temperature that meets the 5° C (41°F) temperature requirement it should also be noted to be in compliance for the 7° C (45°F) item. If you have a temperature that meets the 7° C (45°F) requirement, it may or may not be in compliance with the 5° C (41°F) temperature requirement. Please write in this section of the report form all the temperatures you take of the products, no matter if they are IN compliance or OUT of compliance. Remember if one product is out of temperature the item is marked OUT of compliance.*

IN/ OUT	<b>A. Cooked PHF cooled from 60°C (140°F) to 21°C (70°F) within 2 hours and from 21°C (70°F) to 7°C/5°C (45°F/41°F) or below within 4 hours</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if the establishment is a cook-serve establishment type.
N.O.	This item may be marked N.O. if the establishment does cool PHF for a second service, but you were unable to determine the temperature and times.
IN/ OUT	<b>B. PHF (from ambient temperature ingredient) cooled to 7°C/5°C (45°F/41°F) or below within 4 hours</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if <u>no</u> PHF are prepared from ambient temperature ingredient.
N.O.	This item may be marked N.O. if these foods are prepared, but you were unable to determine the temperature.
IN/ OUT	<b>C. Foods received at a temperature according to Law are cooled to 7°C/ 5°C (45°F/ 41°F) within 4 hours.</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
	<i><b>NOTE:</b> If raw shell eggs are immediately placed under refrigeration capable of keeping foods at 5° C (41°F) or 7° C (45°F), satisfactory compliance is achieved.</i>
	<i><b>NOTE:</b> If one product is found out of temperature the item is marked out of compliance.</i>
N.A.	This item may be marked N.A. if the establishment does <u>not</u> receive eggs, shellstock, milk or other products that have a transport temperature above 5° C (41°F).
N.O.	This item may be marked N.O. if the establishment does receive eggs, shellstock, milk, or other products that have a transport temperature above 5°C (41°F), but you were unable to determine if these products were cooled down as described above.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 5. TIME / TEMPERATURE CONTROLS

#### 5.4 *PHF Cold & Hot Holding\**

IN/ OUT	<b>A. PHF is maintained at 7°C/ 5°C (45°F/ 41°F) or below, except during preparation, cooking, cooling, or when time is used as a public health control</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	<b>Do Not Mark</b> This Item N.A.
N.O.	<b>Do Not Mark</b> This Item N.O.
IN/ OUT	<b>B. PHF is maintained at 60°C (140°F) or above, except during preparation, cooking, or cooling or when time is used as a public health control</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may only be marked N.A. if there is <u>no</u> PHF hot holding in the establishment.
N.O.	This item should be marked N.O. only in rare instances, when you are unable to determine compliance. Inspections should be conducted during a time when hot holding temperatures can be taken.
IN/ OUT	<b>C. Roasts are held at a temperature of 54°C (130°F) or above</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may only be marked N.A. if roast is <u>not</u> a menu item.
N.O.	This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when hot holding temperatures can be taken.

#### 5.5 *Date Marking & Discarding\**

IN/ OUT	<b>A. Date marking for RTE, PHF prepared on-site and opened commercial container held for more than 24 hours</b>
	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may only be marked N.A. if there is <u>no</u> RTE, PHF prepared-on-premises, or opened commercial container held for more than 24 hours
N.O.	This item should be marked N.O. when RTE, PHF prepared-on-premises, or an opened commercial container is held for more than 24 hours and you are unable to determine compliance. Do not depend on information from managers or cooks.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 5. TIME / TEMPERATURE CONTROLS

#### 5.5 *Date Marking & Discarding\**

##### **B. RTE, PHF / opened commercial container held at $\leq 5^{\circ}\text{C}$ ( $41^{\circ}\text{F}$ ) for $\leq 7$ days or $> 5^{\circ}\text{C}$ - $7^{\circ}\text{C}$ ( $41^{\circ}\text{F}$ - $45^{\circ}\text{F}$ ) for $\leq 4$ days and discard**

This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

- N.A.** This item may only be marked N.A. if there is no RTE, PHF prepared-on-premises, or opened commercial container held for more than 4 days at  $7^{\circ}\text{C}$  ( $45^{\circ}\text{F}$ ) or greater than 7 days at  $5^{\circ}\text{C}$  ( $41^{\circ}\text{F}$ ).
- N.O.** This item should be marked N.O. when RTE, PHF is prepared-on-premises, or opened commercial container is held beyond guidelines listed above and you are unable to determine compliance. Do not depend on information from managers or cooks.

##### **C. If RTE, PHF prepared on-site / opened commercial container is frozen, then 1) consume within 24 hours of thawing or 2) indicate time before freezing on label**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** This item may only be marked N.A. if there is no prepared-on-premises, frozen, RTE, PHF or opened commercial container.

**N.O.** This item should be marked N.O. when you are unable to determine compliance. Do not depend on information from managers or cooks.

##### **D. If frozen RTE, PHF prepared on-site / frozen opened commercial container is thawed, hold at $\leq 5^{\circ}\text{C}$ ( $41^{\circ}\text{F}$ ) for $\leq 7$ days minus time from preparation/opening or $> 5^{\circ}\text{C}$ - $7^{\circ}\text{C}$ ( $41^{\circ}\text{F}$ - $45^{\circ}\text{F}$ ) for $\leq 4$ days minus the time from preparation/opening and discard**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** This item may only be marked N.A. if there is no prepared-on-premises, frozen, then thawed RTE, PHF or opened commercial container.

**N.O.** This item should be marked N.O. when you are unable to determine compliance. Do not depend on information from managers or cooks.

#### 5.6 *Time\**

##### **When only time is used as the public health control, food is cooked and served within 4 hours**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** This item may only be marked N.A. if time is not used as the only public health control.

**N.O.** This item should be marked N.O. when time is used as the public health control and you are unable to determine compliance. Do not depend on information from managers or cooks.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 6. FOOD & FOOD PREPARATION FOR HIGHLY SUSCEPTIBLE POPULATIONS\*

**A. Prepackaged juice/beverage containing juice with a warning label (21 CFR, Section 101.17(g)) not served**  
 IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. if a highly susceptible population is not served.

N.O. **Do Not Mark** This Item N.O.

**B. Use pasteurized eggs in recipes if eggs are undercooked; and if eggs are combined unless: cooked to order & immediately served; used immediately before baking and thoroughly cooked; or a HACCP plan controls *Salmonella* Enteritidis**  
 IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. if a highly susceptible population is not served.

N.O. This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when egg dishes and recipes using eggs are prepared.

**C. Raw or partially cooked animal food, and raw seed sprouts not served**  
 IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. if a highly susceptible population is not served.

N.O. This item should be marked N.O. only in rare instances when you are unable to determine compliance. Inspections should be conducted during a time when egg dishes and recipes using eggs are prepared.

**D. Unopened food package not re-served**  
 IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item **may** be marked N.A. if a highly susceptible population is not served.

N.O. This item **may** only be marked N.O. if there is only a vegetarian menu (not likely during a Standardization and Certification exercise).

### 7. PROTECTION FROM CONTAMINATION\*

**A. Separating raw animal foods from raw RTE food and separating raw animal foods from cooked RTE food**  
 IN/ OUT This item may be marked IN or OUT of compliance, with notes made concerning the reason if it is marked OUT of compliance.

N.A. This item **may** only be marked N.A. if there is only a vegetarian menu (not likely during a Standardization and Certification exercise).

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 7. PROTECTION FROM CONTAMINATION\*

N.O. Do Not Mark This Item N.O.

**B. Raw animal foods separated from each other during storage, preparation, holding, and display**  
IN/ OUT This item may be marked IN or OUT of compliance, with notes made concerning the reason if it is marked OUT of compliance.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

**C. Food protected from environmental contamination**  
IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

**D. After being served or sold to a consumer, food is not re-served**  
IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

**E. Discarding or reconditioning unsafe, adulterated or contaminated food**  
IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. This item may be marked N.A. if unsafe food is not reconditioned.

N.O. Do Not Mark This Item N.O.

### 8. FOOD-CONTACT SURFACES

**NOTE:** *This item will require some judgement to be used when marking it IN or OUT of compliance. It should be marked OUT of compliance if observations are made that support a pattern of noncompliance with this item. One dirty utensil, food-contact surface, or one sanitizer container without sanitizer would not necessarily support an OUT of compliance mark. You must provide notes concerning the reason it is marked OUT of compliance.*

**Food-contact surfaces and utensils are clean to sight and touch and sanitized before use\***  
IN/ OUT This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

# FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

## STATUS

### 9. PROPER, ADEQUATE HANDWASHING

**NOTE:** *You must be in the establishment long enough to make an observation for all sections of personnel.*

#### **Hands clean and properly washed\***

IN/ OUT

This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. This item must be marked OUT of compliance if one person is observed with dirty hands or with hands that have not been properly washed.

N.A.

**Do Not Mark** This Item N.A.

N.O.

**Do Not Mark** This Item N.O.

### 10. GOOD HYGIENIC PRACTICES\*

**Food employees eat, drink, and use tobacco only in designated areas / do not use a utensil more than once to taste food that is sold or served / do not handle or care for animals present. Food employees experiencing persistent sneezing, coughing, or runny nose do not work with exposed food, clean equipment, utensils, linens, unwrapped single-service or single-use articles\***

IN/ OUT

This item may be marked IN or OUT of compliance, with notes made concerning the reason if it is marked OUT of compliance. This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

N.A.

**Do Not Mark** This Item N.A.

N.O.

**Do Not Mark** This Item N.O.

### 11. PREVENTION OF CONTAMINATION FROM HANDS\*

IN/ OUT

**Exposed, RTE food not touched by bare hands unless employees have utilized special handwash procedures.**

This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

N.A.

**Do Not Mark** This Item N.A.

N.O.

**Do Not Mark** This Item N.O.

### 12. HANDWASH FACILITIES\*

IN/ OUT

#### **A. Handwash facilities conveniently located and accessible for employees**

This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

N.A.

**Do Not Mark** This Item N.A.

N.O.

**Do Not Mark** This Item N.O.



## FOODBORNE ILLNESS INTERVENTIONS AND RISK FACTORS

### STATUS

#### 12. HANDWASH FACILITIES\*

##### **B. Handwash facilities supplied with hand cleanser / sanitary towels / hand drying devices**

**IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** Do Not Mark This Item N.A.

**N.O.** Do Not Mark This Item N.O.

#### 13. CHEMICAL

##### **A. No unapproved food or color additives. Sulfites not applied to fresh fruits and vegetables intended for raw consumption\***

**IN/ OUT** This item is marked IN compliance if no unapproved additives are on site; or if sulfites are on the premises, but they are used properly.

This item is marked OUT of compliance if unapproved additives are found on premises and improperly used, or if sulfites are applied to fresh fruits & vegetables.

**N.A.** This item is marked N.A. if the food establishment does not use any additives or sulfites.

**N.O.** Do Not Mark This Item N.O.

##### **B. Poisonous or toxic materials, chemicals, lubricants, pesticides, medicines, first aid supplies\*, and other personal care items properly identified, stored, and used**

**IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. It may be marked OUT of compliance for improper storage or use of any one of the listed items.

**N.A.** Do Not Mark This Item N.A.

**N.O.** Do Not Mark This Item N.O.

##### **C. Poisonous or toxic materials held for retail sale properly stored\***

**IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. It may be marked OUT of compliance for improper storage or use of any one of the items.

**N.A.** This item may be marked N.A. if the establishment does not hold poisonous or toxic materials for retail sale.

**N.O.** Do Not Mark This Item N.O.

#### 14. CONFORMANCE WITH APPROVED PROCEDURES\*

**IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. It may be marked OUT of compliance for improper storage or use of any one of the items.

**N.A.** This item may be marked N.A. if the establishment does not have a variance or HACCP procedure.

**N.O.** Do Not Mark This Item N.O.

# REPORT MARKING INSTRUCTIONS

## TDH STANDARDIZATION REPORT GOOD RETAIL PRACTICES

---

### GOOD RETAIL PRACTICES (GRPs)

#### STATUS

#### PERSONNEL

#### 1. PERSONNEL CLEANLINESS (FINGERNAILS, JEWELRY, OUTER CLOTHING)

**IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance. It may be marked OUT of compliance for improper storage or use of any one of the items.

**N.A.** **Do Not Mark** This Item N.A. unless the establishment has no employees.

**N.O.** **Do Not Mark** This Item N.O.

#### FOOD & FOOD PROTECTION

#### 2. FOOD SOURCE\*, ORIGINAL CONTAINER, PROPERLY LABELED, CONDITION, USED\*, HONESTLY PRESENTED\*, SEGREGATED DISTRESSED PRODUCTS

**IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

#### 3. PLANT FOOD COOKING FOR HOT HOLDING

**IN/ OUT** This item may be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** This item may be marked N.A. if vegetable and fruits are not cooked for hot holding in the establishment.

**N.O.** **Do Not Mark** This Item N.O.

#### 4. PROTECTION FROM CONTAMINATION

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** This item may be marked N.A. if raw vegetables and fruits are not used.

**N.O.** **Do Not Mark** This Item N.O.

## GOOD RETAIL PRACTICES (GRPs)

### STATUS

### FOOD & FOOD PROTECTION

#### 5. FACILITIES / METHODS TO CONTROL PRODUCT TEMPERATURE

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	<b>Do Not Mark</b> This Item N.A.
N.O.	<b>Do Not Mark</b> This Item N.O.

#### 6. PHF PROPERLY THAWED

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	This item may be marked N.A. if PHF are <u>not</u> thawed.
N.O.	<b>Do Not Mark</b> This Item N.O.

#### 7. DISPENSING OF FOOD / UTENSILS PROPERLY STORED

IN/ OUT	This item may be marked IN or OUT of compliance on any one of the listed items. If one of the items is OUT of compliance, make notes concerning the reason it is marked OUT of compliance.
N.A.	<b>Do Not Mark</b> This Item N.A.
N.O.	<b>Do Not Mark</b> This Item N.O.

### FOOD EQUIPMENT

#### 8. THERMOMETERS PROVIDED AND CONSPICUOUS\*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	<b>Do Not Mark</b> This Item N.A.
N.O.	<b>Do Not Mark</b> This Item N.O.

#### 9. FOOD- AND NONFOOD-CONTACT SURFACES: DESIGNED / CONSTRUCTED\*, MAINTAINED, INSTALLED, LOCATED, OPERATED, CLEANABLE\*

IN/ OUT	This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.
N.A.	<b>Do Not Mark</b> This Item N.A.
N.O.	<b>Do Not Mark</b> This Item N.O.

## GOOD RETAIL PRACTICES (GRPs)

### STATUS

### FOOD EQUIPMENT

- 10. WAREWASHING FACILITY: DESIGNED, CONSTRUCTED, INSTALLED, LOCATED, OPERATED, CLEANABLE, USED**  
(Accurate thermometers, chemical test kits provided, gauge cock)

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

- 11. WIPING CLOTHS, LINENS, NAPKINS, GLOVES, SPONGES: PROPERLY USED, STORED**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

- 12. STORAGE, HANDLING OF CLEAN EQUIPMENT, UTENSILS**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

- 13. SINGLE-SERVICE / SINGLE-USE ARTICLES: STORAGE, DISPENSING, USE, NO REUSE.**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

### WATER

- 14. SAFE WATER SOURCE\*, HOT & COLD UNDER PRESSURE, ADEQUATE QUANTITY\***

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

## GOOD RETAIL PRACTICES (GRPs)

### STATUS

### PLUMBING

#### 15. INSTALLED, MAINTAINED\*

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

#### 16. CROSS CONNECTION\*, BACK SIPHONAGE, BACKFLOW PREVENTION\*

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

### TOILET FACILITIES

#### 17. NUMBER\*, CONVENIENT, ACCESSIBLE, DESIGNED, INSTALLED

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

#### 18. TOILET ROOMS ENCLOSED, SELF-CLOSING DOORS; FIXTURES, GOOD REPAIR, CLEAN, PROPER WASTE RECEPTACLES

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

### SEWAGE

#### 19. SEWAGE AND WASTE WATER DISPOSAL\*

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

## GOOD RETAIL PRACTICES (GRPs)

### STATUS

### GARBAGE & REFUSE DISPOSAL

- 20. CONTAINERS OR RECEPTACLES: COVERED, ADEQUATE NUMBER, INSECT / RODENT PROOF, FREQUENCY OF REMOVAL, CLEAN AREA PROPERLY CONSTRUCTED, NECESSARY IMPLEMENTS, SUPPLIES**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

### PHYSICAL FACILITY

- 21. FLOORS, WALLS, CEILINGS: DESIGNED, CONSTRUCTED, MAINTAINED, CLEAN**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

### PHYSICAL FACILITY

- 22. LIGHTING, VENTILATION, DRESSING ROOMS / DESIGNATED AREAS MAINTAINED**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

- 23. PREMISES MAINTAINED FREE OF LITTER, UNNECESSARY ARTICLES, CLEANING AND MAINTENANCE EQUIPMENT PROPERLY STORED**

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

## GOOD RETAIL PRACTICES (GRPs)

### STATUS

#### PHYSICAL FACILITY

##### 24. COMPLETE SEPARATION FROM LIVING / SLEEPING QUARTERS; LAUNDRY

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

#### PEST AND ANIMAL CONTROL

##### 25. PRESENCE OF INSECTS / RODENTS MINIMIZED: OUTER OPENINGS PROTECTED, ANIMALS AS ALLOWED

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** **Do Not Mark** This Item N.A.

**N.O.** **Do Not Mark** This Item N.O.

#### SPECIALIZED PROCESSING METHODS\*

##### 26. VARIANCE FOR SMOKING FOR PRESERVATION, USING ADDITIVES AS PRESERVATIVES, OR USING REDUCED OXYGEN TO PACKAGE FOOD

**IN/ OUT** This item should be marked IN or OUT of compliance, with notes made concerning the reason it is marked OUT of compliance.

**N.A.** This item may be marked N.A. if the establishment does not smoke for preservation /cure foods, brew alcoholic beverages, use additives to preserve foods, and/or package foods using reduced oxygen.

**N.O.** **Do Not Mark** This Item N.O.

# RISK CONTROL PLAN

(Note: This document is to be completed by the candidate only)

Establishment Name:	Physical Address
Date:	Candidate's Name
Standard's Name:	Indicate Person Filling Out Form: ( <i>circle one</i> ) Candidate's Form / Standard's Form

Based on this day's inspection the following uncontrolled hazards known to contribute to foodborne illness were identified: (Uncontrolled hazards include the occurrence of any risk factor or lack of PUBLIC HEALTH INTERVENTIONS).

**Chart 1: Risk Factors Identified/ Corrective Action Required**

RISK FACTORS IDENTIFIED / CORRECTIVE ACTION REQUIRED			
UNCONTROLLED PROCESS STEP OR CCP	HAZARD (most common)	CRITICAL LIMITS	CORRECTIVE ACTION WHEN LIMITS ARE NOT MET
1.			
2.			
3.			
4.			
5.			



# RISK CONTROL PLAN

**II. The following risk control plan is recommended to establish active managerial control of the identified uncontrolled hazards.** *(For unmet critical limits, the plan delineates what needs to be controlled and how it will be controlled, along with necessary records and responsible personnel. It will also indicate what training is necessary.)*

As the person in charge of the \_\_\_\_\_  
located at \_\_\_\_\_, I have reviewed, and understand  
the provisions of this voluntary Risk Control Plan.

\_\_\_\_\_  
(person in charge)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(candidate)

\_\_\_\_\_  
(date)

## RISK CONTROL PLAN (EXAMPLE)

Risk Control Plan (SAMPLE)	
Establishment Name: <b>Hamburger Heaven</b>	Physical Address: <b>1234 Anywhere Street</b>
Date: <b>1/5/00</b>	Candidate's Name: <b>Jane Smith</b>
Standard's Name: <b>George Harris</b>	Indicate Person Filling Out Form: ( <i>circle one</i> ) Candidate's Form / Standard's Form

Based on this day's inspection the following uncontrolled CCPs known to contribute to foodborne illness were identified: (Uncontrolled hazards include the occurrence of any risk factor or lack of public health interventions).

**Chart 1a: Sample Risk Factors Identified / Corrective Action Required**

RISK FACTORS IDENTIFIED / CORRECTIVE ACTION REQUIRED			
UNCONTROLLED PROCESS STEP OR CCP	HAZARD (most common)	CRITICAL LIMITS	CORRECTIVE ACTION WHEN LIMITS ARE NOT MET
1. <i>Hamburger cooked to 130°F on grill.</i>	<i>E. coli</i>	68°C (155°F)	<i>Continue to cook until temperature is met</i>
2. <i>Yesterday's chili is reheated to 145°F</i>	<i>C. perfringens</i>	74°C (165°F)	<i>Continue to reheat until temperature is met or discard</i>
3. <i>Employees do not wash their hands between working with raw and cooked chicken.</i>	Salmonella Typhi	<i>Employee must wash hands between working with raw and cooked chicken.</i>	<i>Employee must wash hands; review of handwashing training tapes mandatory</i>
4.			
5.			

## RISK CONTROL PLAN (EXAMPLE)

**II. The following risk control plan will be implemented to establish active managerial control of the identified uncontrolled hazards.** *(The plan identifies the corrective action when critical limits are not met; who is responsible; what action is necessary; how the plan is implemented; when action is taken; what records are maintained; and what if any training is necessary.)*

### **Plan for Hazard #1 - Cooking temperature of hamburgers**

Temperature checks of hamburger patties will be taken on the first batch of hamburgers cooked. Sam Jones will record the temperatures on his production chart.

Hamburgers with a temperature below 68 °C (155 °F) will be returned to the grill for further cooking to internal temperature of 68 °C (155 °F).

Temperature records will be faxed to Jane Smith each Friday for 4 weeks.

### **Plan for Hazard #2- Reheat of leftover chili for hot holding.**

Leftover chili will be reheated on the stove.

Sam Jones will check the temperature of the chili before placing it on the steam table.

The temperatures will be recorded on his production chart.

Chili with a temperature below 74 °C (165 °F) will be placed back on the stove until it reaches 74°C (165 °F). The records will be held for Jane Smith's review on 8/26/99.

### **Plan for Hazard #3 - Proper handwashing**

All employees will review the handwashing training tapes provided by the Health Department.

Sam Jones will keep a record of those employees who have reviewed the tapes.

Employees will record each time they wash their hands for one week.

Sam Jones will monitor and maintain this record.

On 8/26/99 this record will be mailed to Jane Smith.

As manager of the **Hamburger Heaven** located at **1234 Anywhere Street**, I have reviewed and understand the provisions of this voluntary Risk Control Plan.

**Sam Jones**

(establishment manager)

**1/5/00**

(date)

**Jane Smith**

(regulatory official)

**1/5/00**

(date)

## HACCP PLAN VERIFICATION WORKSHEET

(Note: This document is to be completed only if the establishment has a HACCP Plan)

Establishment Name:	Physical Address
Date:	Candidate's Name
Standard's Name:	Indicate Person Filling Out Form: ( <i>circle one</i> ) Candidate's Form / Standard's Form

**1. Have there been any changes to the food establishment menu?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**DESCRIBE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Was there a need to change the food establishment HACCP plan because of these menu changes?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**3. List Critical Control Points (CCPs) and Critical Limits (CLs) identified by the establishment HACCP plan?**

CCPs	CLs

## HACCP PLAN VERIFICATION WORKSHEET

**4. What monitoring records for CCPs are required by the plan?**

Type of Record	Monitoring Frequency	Record Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. Record compliance under 4G of the *FDA Standardization Inspection Report* (ANNEX 2 Section 1). Are monitoring actions performed according to the plan?**

Yes\_\_\_\_\_ No\_\_\_\_\_ Describe under 4G of the *TDH Standardization Inspection Report* .

**6. Is immediate corrective action taken and recorded when CLs established by the plan are not met? Yes\_\_\_\_\_ No\_\_\_\_\_**

**DESCRIBE:**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Are the corrective actions the same as described in the plan? Yes\_\_\_\_\_ No\_\_\_\_\_**

**DESCRIBE:**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Who is responsible for verification that the required records are being properly maintained?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Did employees and managers demonstrate knowledge of the HACCP plan?**

Yes\_\_\_\_\_ No\_\_\_\_\_

**DESCRIBE:**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## HACCP PLAN VERIFICATION WORKSHEET

**10. What training has been provided to support the HACCP plan?**

---

---

---

**11. Describe examples of any documentation that the above training was accomplished?**

---

---

---

**12. Are calibrations of equipment/thermometers performed as required by the plan?**

Yes \_\_\_\_ No \_\_\_\_

**DESCRIBE:**

---

---

---

**Additional Comments:**

\_\_\_\_\_  
(person in charge)

\_\_\_\_\_  
(candidate)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)

## HACCP PLAN VERIFICATION SUMMARY

(For Subparagraph 3-302 (B)(3))

Establishment Name:	Physical Address:
Date:	Candidate's Agency:
Standard's Name:	Indicate Person Filling Out Form: ( <i>circle one</i> ) Candidate's Form / Standard's Form

**Chart 2: HACCP Plan Verification Summary**

<b>HACCP PLAN VERIFICATION SUMMARY</b> (Circle YES or NO)			
	Record #1	Record #2	Record #3
	<b>Today's Date:</b>	<b>2<sup>nd</sup> Selected Date:</b>	<b>3<sup>rd</sup> Selected Date:</b>
Required Monitoring Recorded <sup>1</sup>	YES/ NO	YES / NO	YES / NO
Accurate and Consistent <sup>2</sup>	YES / NO	YES / NO	YES /NO
Corrective Action Documented <sup>3</sup>	YES / NO	YES / NO	YES/ NO
Total # of record answers that are in Disagreement with the Standard = _____ (This box for Completion by Standard only)			

The use of a HACCP plan by a food establishment can be verified through a review of food establishment records and investigating the following information:

1. Does the food establishment's HACCP documentation indicate that required monitoring was recorded on the 3 selected dates? A "YES" answer would indicate that all required monitoring was documented. If any required monitoring was not documented, a "NO" answer would be circled in this section.
2. Does the food establishment's HACCP documentation for the selected dates appear accurate and consistent with other observations? A "YES" answer would indicate that the record appears accurate and consistent. A "NO" answer would indicate that there is inaccurate or inconsistent HACCP documentation.
3. Was corrective action documented in accordance with the HACCP plan when CLs were not met on each of the 3 selected dates? A "YES" answer would indicate that corrective action was documented for each CL not met for each of the 3 selected dates. A "Yes" can also mean that no corrective action was needed. A "NO" answer would indicate any missing or inaccurate documentation of corrective action.

## HACCP PLAN FLOW CHART AND SUMMARY

**(Note: This document is to be completed by the candidate only)**

Establishment Name:	Physical Address:
Date:	Candidate's Agency:
Standard's Name:	Indicate Person Filling Out Form: <i>(circle one)</i> Candidate's Form / Standard's Form

**Product/Food:** \_\_\_\_\_

[illegible]



**HACCP PLAN FLOW CHART AND SUMMARY**

Product/Food: \_\_\_\_\_

<p>Ingredients:</p>	<p>Preparation, etc.</p>
---------------------	--------------------------

## SCORING FORM PERFORMANCE CRITERIA

The purpose of the following chart is to tally the disagreement between the Candidate's and the Standard's responses on the *TDH Standardization Inspection Report* (Annex 2 Section 1). The Standard determines whether the Candidate properly identified and categorized violative conditions on each of the "Interventions/Risk Factors" and the "Good Retail Practices (GRPs)" portions of the *TDH Standardization Inspection Report*.

**Chart 3: Performance Criteria Tally of Disagreements in Each Establishment**

<b>PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT</b>									
Candidate's Name:					Standard's Name:				
Candidate's Address:			Agency:		City:		State:	Zip:	County:
Standard's Address:			Agency:		City:		State:	Zip:	County:
Total Inspection Time :		Date:		Location of Standardization:					
<b>ESTABLISHMENTS</b>									
PERFORMANCE AREA	1	2	3	4	5	6	7	8	TOTAL (1-8) TOTAL (1-6)
<b>Risk-Based Inspection</b>									
<b>Good Retail Practices</b>									

Comments:

**STANDARD'S SIGNATURE:**

**NAME (Print):**\_\_\_\_\_

**NAME (Signature):**\_\_\_\_\_

**DATE:**\_\_\_\_\_

## **INSTRUCTIONS FOR SCORING AND DETERMINING PERFORMANCE**

### **RISK-BASED INSPECTION:**

To pass this section, the Candidate must achieve an average score of 90 percent (no more than 45 disagreements for all 8 establishments) with no more than 11 disagreements per establishment.

**STEP 1.** Determine the number of disagreements per establishment and record it in the chart (Performance Criteria Tally of Disagreements).

If the disagreements/establishment is  $<12$ , proceed to STEP 2.

If the disagreements/establishment is  $\geq 12$ , stop inspections. Candidate fails.

**STEP 2.** Total the number of disagreements on Interventions/Risk Factors for all the establishments.

If the disagreements are  $\leq 45$  for 8 establishments, the Candidate passes.

If the disagreements are  $> 45$  for 8 establishments, the Candidate fails.

If the disagreements are  $\leq 33$  for 6 establishments, the Candidate passes.

If the disagreements are  $> 33$  for 6 establishments, the Candidate fails.

### **GOOD RETAIL PRACTICES:**

To pass this section, the Candidate must achieve an average score of 85 percent (no more than 32 disagreements for all 8 establishments) and have no more than 5 disagreements on GRPs per establishment.

**STEP 1.** Determine the number of disagreements per establishment.

If the disagreements/establishment are  $< 6$ , proceed to STEP 2.

If the disagreements/establishment are  $\geq 6$ , stop inspections. Candidate fails.

**STEP 2.** Total the number of disagreements on GRPs for all establishments.

If the disagreements are  $\leq 32$  for 8 establishments, the Candidate passes.

If the disagreements are  $> 32$  for 8 establishments, the Candidate fails.

If the disagreements are  $\leq 24$  for 6 establishments, the Candidate passes.

If the disagreements are  $> 24$  for 6 establishments, the Candidate fails.

**HACCP PRINCIPLES:** A “satisfactory” score is required to pass.

## SCORING FORM (EXAMPLE #1)

**Chart 3a: Sample Performance Criteria Tally of Disagreements in Each Establishment**

<b>PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)</b>									
Candidate's Name: <b>Jane Smith</b>					Standard's Name: <b>George Harris</b>				
Candidate's : <b>1234 Anywhere Street</b> Address:		Agency: <b>Local</b>		City: <b>Dallas</b>		State: <b>TX</b>	Zip: <b>75234</b>	County: <b>Dallas</b>	
Standard's Address: <b>4321 Somewhere Street</b>		Agency: <b>TDH</b>		City: <b>Austin</b>		State: <b>TX</b>	Zip: <b>78756</b>	County: <b>Travis</b>	
Total Inspection Time : <b>72 hrs</b>		Date: <b>1/7/00</b>		Location of Standardization: <b>Austin, TX</b>					
ESTABLISHMENTS									
PERFORMANCE AREA	1	2	3	4	5	6	7	8	TOTAL (1-8) TOTAL (1-6)
<b>Risk-Based Inspection</b>	9	11	11	5	2	2	3	1	44
<b>Good Retail Practices</b>	3	2	2	5	3	3	2	2	22

In this example, the Candidate passes both the Risk-Based Inspection and the Good Retail Practices portions. The number of disagreements for any one establishment did not exceed the maximum and the total number of disagreements for all the establishments also did not exceed the maximum number.

## SCORING FORM (EXAMPLE #2)

**Chart 3b: Sample Performance Criteria Tally of Disagreements in Each Establishment**

<b>PERFORMANCE CRITERIA TALLY OF DISAGREEMENTS IN EACH ESTABLISHMENT (SAMPLE)</b>									
Candidate's Name: <b>Jane Smith</b>					Standard's Name: <b>George Harris</b>				
Candidate's : <b>1234 Anywhere Street</b> Address:		Agency: <b>Local</b>		City: <b>Dallas</b>		State: <b>TX</b>	Zip: <b>75234</b>	County: <b>Dallas</b>	
Standard's Address: <b>4321 Somewhere Street</b>		Agency: <b>TDH</b>		City: <b>Austin,</b>		State: <b>TX</b>	Zip: <b>78756</b>	County: <b>Travis</b>	
Total Inspection Time : <b>72 hrs</b>		Date: <b>1/07/00</b>		Location of Standardization: <b>Austin, TX</b>					
ESTABLISHMENTS									
PERFORMANCE AREA	1	2	3	4	5	6	7	8	TOTAL (1-8) TOTAL (1-6)
<b>Risk-Based Inspection</b>	11	11	12						
<b>Good Retail Practices</b>	6	5	4						

Here the Candidate fails the Risk Based Inspection portion of this exercise. The Candidate was close to the maximum number of disagreements for any one establishment in the first two facilities and exceeded this maximum number of disagreements in the third establishment.

# SCORING FORM

## FINAL SCORING REPORT

**Chart #4: Candidate's Final Performance Score**

<b>CANDIDATE'S FINAL PERFORMANCE SCORE</b>			
<b>Candidate's Name:</b>		<b>Title:</b>	
<b>Agency:</b>		<b>Office Telephone Number:</b>	
<b>Office Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Standard's Name:</b>		<b>Standard's Title:</b>	
<b>Agency:</b>	<b>Office Telephone Number:</b>	<b>Location of Standardization:</b>	
<b>Office Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<i>Instructions: For the following Performance Areas circle the Level of Agreement.</i>			
<b>PERFORMANCE AREA</b>	<b>LEVEL OF AGREEMENT</b>		
RISK-BASED INSPECTION	PASSES	FAILS	
GOOD RETAIL PRACTICES	PASSES	FAILS	
APPLICATION OF HACCP PRINCIPLES	SATISFACTORY	UNSATISFACTORY	
INSPECTION EQUIPMENT	SATISFACTORY	NEEDS IMPROVEMENT	
COMMUNICATION	SATISFACTORY	NEEDS IMPROVEMENT	

Comments:

**STANDARD'S SIGNATURE:**

**NAME (Print):**\_\_\_\_\_

**NAME (Signature):**\_\_\_\_\_

**DATE:**\_\_\_\_\_



**Texas Department of Health  
Bureau of Food and Drug Safety  
Retail Foods Division**

**Standardization and Certification  
Retail Food Inspection/ Training  
Procedures Manual  
Version No. 00-01 01/00**